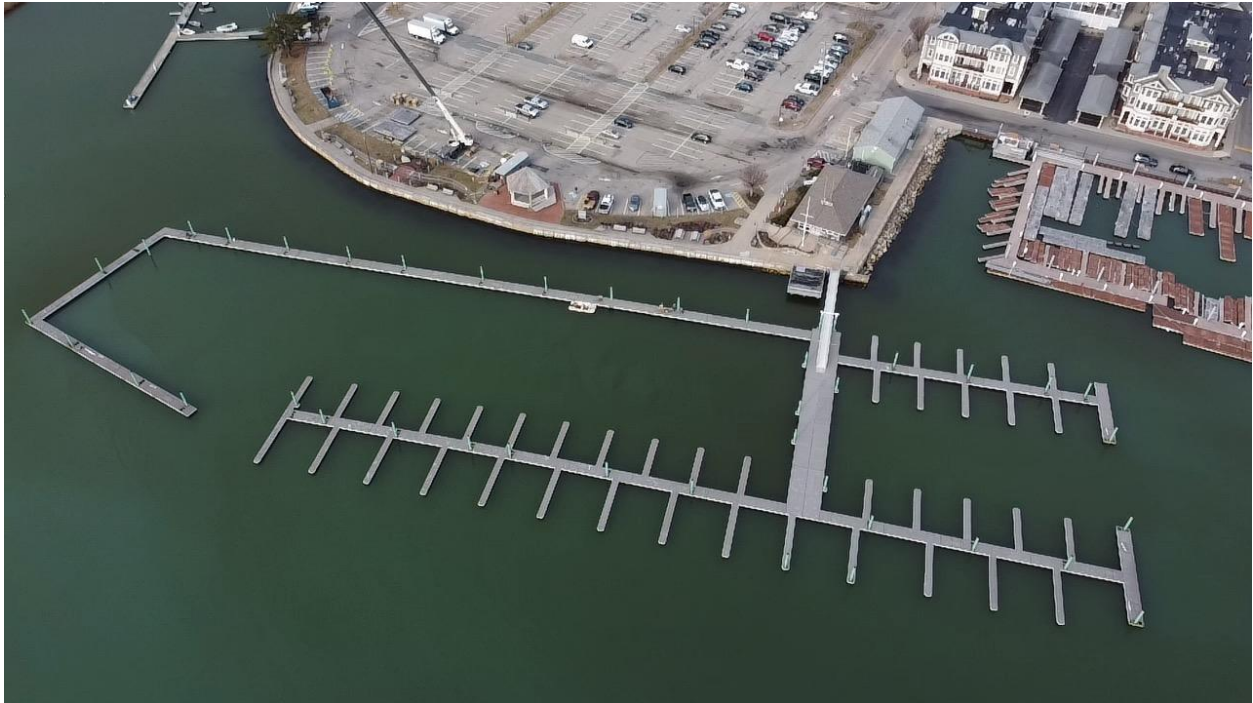


# **TOWN OF SCITUATE, MASSACHUSETTS**

**FISCAL YEAR 2025**

**TOWN BUDGET**



## **BUDGET MESSAGE**

**Financial Analysis and Proposed Departmental Budgets/Goals & Objectives**

### **SELECT BOARD**

Maura C. Curran, Chair  
Andrew W. Goodrich, Vice Chair  
Susan J. Harrison, Clerk  
Karen E. Connolly  
Karen B. Canfield

---

**James M. Boudreau, Town Administrator**  
**Nancy Holt, Finance Director/Town Accountant**

# Table of Contents

Town Administrator’s FY 2025 Budget Memorandum.....	1
How to Use This Budget Book.....	10
FY 2025 General Fund Budget Summary .....	11
FY 2025 Budget and Capital Review Timetable .....	12
Select Board, Advisory & Capital Planning Committee Budget Meeting Schedule.....	15
Town Organization Chart .....	17
Town Organization Summary by Department .....	18
FY 2025-2029 Financial Forecast .....	19
FY 2025 Budget Revenue & Expense Assumptions .....	21
Scituate Stabilization Funds .....	41
Scituate Other Reserve Funds.....	42
Scituate Tax Rates 1980-2023.....	43
Average Single Family Taxes FY 2013-2023 .....	44
Assessed Values by Classification FY 2013-2023 .....	45
Property Tax Levies & Collection FY 2013-2023 .....	46
Explanation of Bond Ratings .....	47
Select Board & Town Administration – Department 123.....	51
Advisory Committee – Department 131.....	61
Reserve Fund – Department 132 .....	63
Town Accountant/Finance – Department 135 .....	65
Board of Assessors – Department 141 .....	72
Treasurer Collector – Department 145.....	79
Information Technology – Department 155.....	87

Tax Foreclosures – Department 158.....	94
Cable Television (SCTV) – Department 159 .....	97
Town Clerk – Department 161.....	102
Conservation & Coastal Resources – Department 171 .....	109
Planning Board – Department 175 .....	116
Zoning Board of Appeals – Department 176 .....	123
Economic Development Commission – Department 182 .....	126
Property & General Liability Insurance – Department 192 .....	129
Police – Department 210 .....	132
Fire – Department 220.....	153
Public Safety Communications – Department 230.....	161
Inspections – Department 241 .....	164
Shellfish – Department 295 .....	172
Waterways Enterprise (Harbormaster) – Department 298 – Fund 6600.....	173
Facilities – Department 410.....	183
DPW Engineering – Department 411.....	190
DPW Administration – Department 421.....	201
DPW Highway – Department 422.....	204
Snow & Ice – Department 423.....	212
Street Lights – Department 424.....	214
DPW Public Grounds – Department 429 .....	215
Transfer Station Enterprise – Department 433 – Fund 6300 .....	226
Sewer Enterprise – Department 440 – Fund 6400 .....	234
Water Enterprise – Department 450 – Fund 6500 .....	247

Board of Health – Department 510 .....	258
Council on Aging – Department 541.....	273
Veteran Services – Department 543.....	279
Commission on Disabilities – Department 549.....	285
Library – Department 610.....	290
Recreation – Department 630 .....	302
Beautification – Department 650 .....	314
Widows Walk (Golf) Enterprise – Department 661 – Fund 6100.....	320
Historical Buildings – Department 691.....	327
Debt Service – Department 720 .....	332
Plymouth County Retirement (Pension Assessment) – Department 911 .....	335
Workers Compensation – Department 912.....	337
Unemployment – Department 913 .....	340
Contributory Group Insurance – Department 914 .....	342
Federal Taxes – Department 916.....	345





**TOWN OF SCITUATE  
OFFICE OF THE TOWN ADMINISTRATOR**

600 CHIEF JUSTICE CUSHING HIGHWAY

SCITUATE, MA 02066

Tel: (781) 545-8741, Fax: (781) 545-8704

James M. Boudreau  
Town Administrator

**MEMORANDUM**

To: Select Board  
Advisory Committee  
Capital Planning Committee  
School Committee  
Finance Director/Town Accountant

From: James M. Boudreau, Town Administrator

RE: Town Administrator Budget Message

Date: November 7, 2023

cc: Superintendent of Schools, Department Heads and Staff

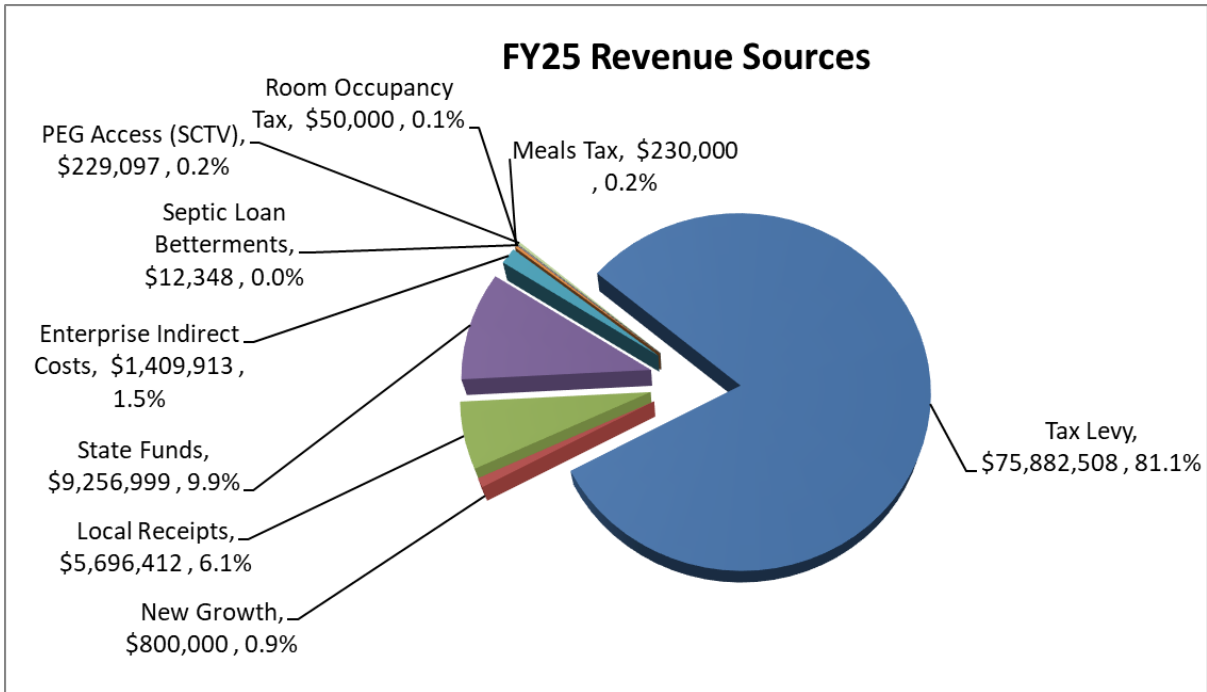
In accordance with Sections 4-2 (f) (h), 6-2, and 6-3 of the Town of Scituate Town Charter, I hereby submit the Fiscal Year 2025 budget.

Preparing a budget is always a challenging endeavor as local, state and national revenues are unknown and the volatility of many expenditures due to world events, ongoing supply chain issues and labor shortages . The FY 2025 budget continues the commitment to the services upon which the residents of the Town have come to depend while maintaining a realistic and conservative revenue outlook. The recommended budget supports level services including funding for maintenance of municipal facilities in the operational and capital budgets in addition to funding for collective bargaining contracts. There still exists needs for additional staff in multiple departments but currently revenues do not permit the addition of hours or personnel in the general fund supported departments.

The Financial Forecast Committee met in September 2023 and again in October 2023 to establish the estimated shared fixed costs and revenues for FY 25 in order to provide a framework for building the budget. Town departments were advised to prepare level service budgets and those requests were reviewed in mid-October in order to reach the recommended budget presented. The priority has been to maintain existing services, address infrastructure and facility needs and to evaluate any requests for additional resources based on the availability of funds. The Financial Forecast Committee expects to

meet again in late January 2024 to revise its forecast for FY25 after the Governor’s Budget is released and more guidance is available relevant to health insurance and general liability and property insurance cost increases.

The revenue to support the general fund budget is composed of property taxes, local receipts, aid from the Commonwealth, indirect costs from the five enterprise funds, meals tax and Public Education and Government Access (PEG) Access funds from Comcast. As shown in the pie chart below, property taxes are the main support for the general fund operating budget at 81.1% and that revenue source is constrained by Proposition 2-1/2.



Every year, the Town must address the challenge of annual increases in fixed costs including health insurance, other post-employment benefits liability (OPEB), pension liability, regional school assessments, workers compensation costs, Medicare tax withholding and general liability and property insurance. These costs, along with debt service, are considered non-discretionary and must be funded. The Financial Forecast Committee has provided their best estimates for these amounts but more definitive information is expected and those amounts will be amended if necessary during the budget review process leading up to annual town meeting. Additional detail relevant to the shared fixed costs is provided later in this document and in the presentation materials.

The Town Administrator is the Town’s chief fiscal, administrative and personnel officer and evaluates and prioritizes departmental requests and makes a recommendation to the Select Board, Advisory Committee and Capital Planning Committee of what is needed and allocates resources accordingly. A final budget, which maintains the current levels of provided services, while also considering the potential for unanticipated issues, is the final goal of this comprehensive process that involves multiple public hearings and strongly encourages participation and discourse.

The budget is lengthy and prepared well in advance of the upcoming fiscal year, therefore, estimates can change during the review process and amendments may be necessary. The Town's financial policies and practices provide the framework to adapt to any changes that may occur as evidenced during the pandemic. The challenge for the Town continues to be balancing infrastructure and program needs with ever increasing material, personnel and service costs while still maintaining the high level of service expected by citizens. The FY 25 recommended budget continues to allocate resources in a fair and equitable manner to balance infrastructure needs and provide necessary services but at the cost of some infrastructure and equipment needs and identified personnel needs.

The FY 25 general fund departmental budget requests, not including the School Department, were \$4,174,766 over the FY 24 budget. Exclusive of shared and fixed costs, the town department requests were \$2,691,799 more than FY 24. All departments were advised to submit level service budgets but also provide documentation relevant to any additional staffing needed if resources were available. The additional staffing requests for the general fund departments included six new full-time patrol officers due to legislative changes that have impacted our ability to staff the Police Department in the same manner with part-time officers. The Library has requested two new full-time positions for youth services and marketing/outreach. The Council on Aging has requested one full-time positions for an Assistant Council on Aging director and a part-time position of Media/Activities Coordinator which could be supported through the annual Formula grant. DPW Public Grounds has requested two full-time skilled laborer positions with the hopes to address more of the landscaping and tree needs without the use of outside vendors. DPW Engineering has requested another full-time staff engineer to help with oversight of the many ongoing projects as well as the CPA projects. Both the Town Clerk and Select Board/Town Administrator Offices have requested additional hours for their part-time staff which would not bring them to a full-time level. The Diversity, Equity & Inclusion Committee's recommendations for additional clinicians was not submitted but there are potential grant funds available through the existing grant for additional shared staff with Hingham and Cohasset. The total cost of the new personnel requests was \$1,195,345 and none could be funded due to revenue constraints.

The higher than normal new growth that has occurred over the last several years is declining due to major projects reaching completion. This decline was forecast but it creates budgetary issues as a major budgetary revenue source has been curtailed. Upon careful and difficult review; additional revisions were made to departmental budgets after meeting individually with department heads to discuss their budget components to bring the FY25 recommended budget into balance. In order to preserve services and personnel, sacrifices are proposed for FY25 with the elimination of the \$400,000 for roads and seawalls and \$122,000 for two new cruisers. There is funding for roads & seawalls in the capital plan and the elimination of two of the cruisers will negatively affect the fleet plan for the Police Department.

I want to thank the department heads and committee members who thoroughly consider their annual goals and the resources necessary and work toward continuous improvement. Thanks are also extended to the Select Board, Advisory and Capital Planning Committees who will spend the next several months reviewing the Town's recommended operating and capital budgets.

## **FISCAL YEAR 25 RECOMMENDED OPERATING BUDGET OVERVIEW**

### **Fiscal Year 24 YTD Recap**

The Fiscal Year 24 year-to-date revenues and expenses are trending within our February 2023 adopted financial forecast and are at similar levels to FY 2023 for the same period. As of September 30<sup>th</sup>, local receipt revenue was up in the aggregate but that increase was driven by a one-time payment from the City of Quincy for the purchase of the old police boat and auction proceeds from the sale of surplus equipment. Investment income is also performing well providing a buffer for any underperforming receipt type.

The Town's fixed costs previously identified must be satisfied from available revenue prior to the consideration of any operational budget use. In FY 24, there was a 7.44% increase in health insurance for employees and retirees enrolled in the active plans. The retirees enrolled in the Medicare supplemental plan saw a 0% increase. The calendar year 2024 Medicare plan renewal will be 5.57%. The Town's annual assessment from the South Shore Regional High School increased for FY 24 due to an increase in enrollment and its enrollment for the Norfolk Regional Agricultural High School remained the same.

The July 1, 2023 Free Cash was certified at \$6,613,053. Free cash was abnormally high as the Town due to departmental turnbacks, many vacant positions remaining unfilled for longer periods of time, significantly increased investment income due to rapidly rising interest rates, meals and room occupancy tax exceeding expectations and the sale of foreclosed vacant land. Annually, the Town leaves approximately \$400,000 – \$500,000 of Free Cash unallocated through the budget process in order to ensure there are available reserves for the spring special town meeting in case of any unforeseen events such as a severe storm or harsh winter. The majority of the Town's Free Cash still continues to be generated by departmental turn backs and increases in local receipts. This "surplus" is critical as it then becomes available for other uses such as funding the Town's capital plan rather than incurring debt service costs and replenishing and increasing reserves.

The new water treatment plant is in final design and the initial phase of piping is currently ongoing on Route 3A. Approximately \$900K in funding for roadway improvements including sidewalks and drainage is provided in the operational budget, capital plan and through Chapter 90 allocations from the Commonwealth for FY24 exclusive of any roadwork done in conjunction with water and sewer projects.

Foreshore protection is supported by \$400,000 in operating and capital plan funds. The Town is still trying to resolve permitting issues in order to utilize the \$5.9M grant for the Oceanside Seawall replacement project which can be added to the \$4M already appropriated for the project. The Town also received a second \$1.9M grant for beach nourishment in North Scituate.

The ongoing commitment to searching for alternative funding mechanisms to support the needs and initiatives for the Town were supported by the grant writing skills and determination of multiple departments which has yielded over \$2.6M in funding for equipment, programs and projects exclusive of FEMA storm damage reimbursements and educational grants since January 1, 2023. The Town’s forward thinking approach to preparing shovel ready projects to seize funding opportunities has worked exceptionally well for foreshore projects and will hopefully yield further results in other areas. The five year rolling capital improvement plan functions as a roadmap for these applications.

### **General Overview of Fiscal Year 2025 Budget**

Section 1 of the Budget Book details the current revenue and expense assumptions compiled by the financial team. Our revenue and expenditure forecasting tool (included here) continues to provide accurate assumptions about what will occur in the coming year. As previously mentioned, the Financial Forecast Committee met in September and October to determine the allocation of revenues between the Town and School for budget preparation and recommendations. Another meeting of the Committee will be held in late January 2025 to review new information relevant to state aid, the health insurance renewal and general liability and property insurance costs.

As always, fixed costs are major budget drivers and need to be addressed first before any discretionary budget requests can be considered. For FY 25 these major areas have estimated increases as follows:

Line Item	FY 25 Rec Amount	Increase over FY 24
Pension assessment	\$ 7,571,059	\$ 729,596
Health Insurance	7,662,346	382,491
General Liability Insurance	1,209,979	109,998
Medicare Withholding	917,625	35,293
Unemployment	65,000	0
Workers Compensation	190,000	(20,000)
Regional School Assessment	1,046,478	276,750

Fixed costs in pension and health insurance are always expected to increase annually. The FY 25 health insurance estimated increase is 10%; it was 7.44% last year. This increase is higher than normal as the Town has been advised that the industry trend is 8-10% and the last few years of claims experience have been poor. More information will become available in late January relevant to the range of potential increases and a final renewal will be available in late February 2024. The Medicare supplemental plans, which account for 52% of our health insurance enrollment, renew on a calendar basis and the January 1,

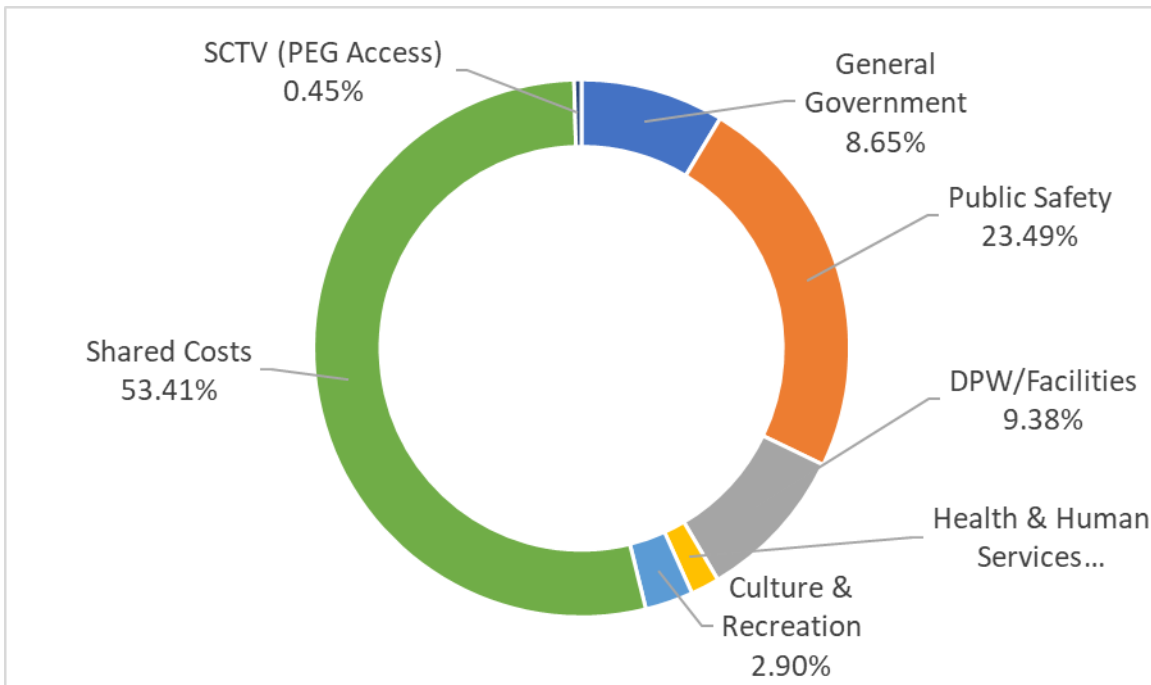
2024 renewal has been received at a 5.57% increase. The unemployment estimate for FY25 is the same as FY24. Contract negotiations will begin for the four units that do not yet have settlements in place for FY25. Estimated funding to account for contractual bargaining is included in each department.

**Facilities**

The town-wide facilities study and associated 20 year maintenance plan completed in 2020 is recommended for a fourth year of funding in the FY25-29 rolling plan in the amount of \$1,067,955 for FY25. The Hatherly School feasibility study continues to progress with a consolidated elementary PK-5 elementary school to replace the Hatherly Elementary and Cushing Elementary Schools will be presented to voters at the April 29, 2024 special town meeting.

**FY 2025 Budget Summary**

The FY 2025 recommended general fund budget, exclusive of the School Department, includes the following components.



Expenditures

- **Recommended level services budget**
- No one-time revenues has been used as an offset for the operating budget
- Allocates funding for estimated union/nonunion step increases and COLAs
- Allocates \$151,421 toward Town’s OPEB liability

- Provides \$200,000 in funding for foreshore protection in the capital plan, but not in the operational budget due to revenue constraints.
- Provides \$200,000 in funding for roadway improvements in the capital plan, but not in the operational budget due to revenue constraints. This allocation will be added to the Commonwealth’s Chapter 90 allocation of an estimated \$550,000.
- Sustained allocations to maintenance and repairs as recommended by the Town wide facilities study is supported.

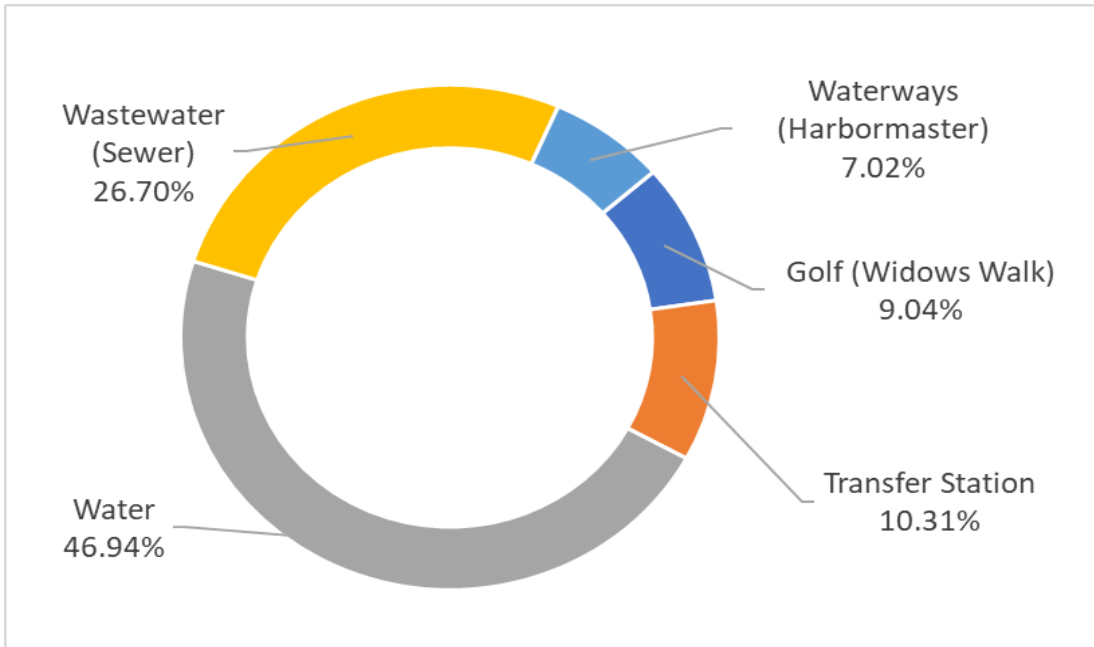
### Revenues

- The Town will use all of its levy capacity as allowed by Proposition 2½
- State Aid projections have been level-funded to the FY24 level until any further information warrants the Financial Forecast Committee to amend that projection.
- Local Receipts have been also level funded to the FY24 level which included an increase over the prior year.
- New growth is estimated at \$800,000. As previously mentioned, new growth is declining due to the completion of several large developments.
- Meals Tax remains at the pre-pandemic estimate of \$230,000 which in turn provides \$46,000 to the Economic Development Commission. The remaining balance was dedicated to the operational budget.
- \$525,287 in Free Cash has been reserved as a safety net for any variations to the financial forecast for FY 24 and/or unexpected costs for the remainder of FY 24 (i.e. changes in local aid, emergency storm costs).

### **Enterprise Funds**

The citizens’ continued commitment to update and modernize the community’s aging infrastructure has resulted in infrastructure repair projects being recommended in the water and sewer enterprise funds to address plant issues, water quality and supply. For more detail about the five year capital plan and the Town Administrator’s recommendations for FY 25, please refer to the FY 25 Capital Budget Plan available online on the Town Administrator’s webpage under Budget Documents at [Budget Documents | Scituate MA](#). The project descriptions can be reviewed on the Town’s new capital project software at [Scituate, MA | Capital Projects Info | ClearGov](#).

The Town’s five enterprise funds are supported by user fees and strive to be self-supporting. The chart below shows the FY25 budgets for each of the funds with additional information on each to follow.



The Widows Walk (Golf Course) Enterprise Fund had another healthy year for FY23 generating retained earnings of \$434,853. The FY24 season has had a solid start having collected 48.8% of its annual budgeted revenues to date in the fiscal year. The FY25 enterprise fund budget includes \$197,250 in debt service for the \$2.5M project for clubhouse and accessibility improvements. The FY25 budget is self-supporting and reflects the first full year of in-house course maintenance. There are not any fee changes proposed for FY25 for this enterprise fund.

The Transfer Station enterprise fund did not achieve its revenue goals in FY23 but did generate positive retained earnings of \$546,766. The Select Board voted to increase the mattress disposal fee in April 2023 to offset the increased costs of disposal. The FY25 enterprise fund budget request was \$87,603 more than FY24 consisting mostly of contractual payroll increases and indirect cost charge-backs. The recommended capital plan is \$174,045 and is fully funded by retained earnings. Due to declining revenue, the FY25 budget was \$265,844 out of balance. Reductions of \$125,000 have been made and other measures including a C & D/bulky waste rate increase and bidding of the household trash disposal transportation are being recommended to close the remaining gap. This enterprise fund is expected to be self-supporting and additional efforts during the budget process will be made to eliminate the deficit but were not able to be accomplished prior to the submission of the budget. An annual rate review will be conducted in late spring as is the Town's practice.

The Sewer Enterprise Fund did achieve its revenue goals in FY23 and finished with positive retained earnings of \$652,112. These results were driven by the one-time revenues of sewer connection for one development and an increase in septage disposal fee revenue. The FY25 enterprise fund departmental budget request was \$382,895 more than FY24 exclusive of the October 16, 2023 adjustments and \$403,818 more than projected revenues for FY25 which cannot be supported within the current rate structure.



A proposal for a new full-time equipment operator position was part of the increase. The rates were increased by the Select Board for FY24 by 10% to address increases in electricity, fuel, sludge cake disposal and chemical costs. Significant reductions totaling \$316,887 were made but there is still a deficit between expected expenses and revenues of \$86,931.

In the past, the Town had resolved this issue by using retained earnings. This practice perpetuated a structural deficit situation that the Town has worked at eliminating over the past several years with rate increases to bring the fund back to a self-supporting level. The expense drivers for the FY25 budget include \$83,366 for a new position, \$48,830 in contractual payroll costs, \$94,294 in electricity costs and natural gas costs, \$43,166 in sludge cake disposal, \$28,825 in legal and technical services and \$57,052 in equipment parts. The recommended capital plan is \$2.6M and utilizes \$389,959 of retained earnings and unused prior year articles as well as borrowing as funding sources. In order to maintain the minimum to operate the enterprise fund and keep it self-supporting, a 3-4% rate increase effective July 1, 2024 should be considered at the annual review in late spring.

The Water Enterprise Fund also achieved its revenue goals in FY23 resulting in positive retained earnings of \$2,761,193. The retained earnings were unusually high due to vacancies, unused debt service costs due to timing of Clean Water Trust loan issuance and a reservation made in the prior year by the Department of Revenue for a \$500,000 grant deficit. The FY25 enterprise fund budget is \$340,868 more than FY24 consisting mostly of contractual payroll increases, a request for a new full-time plant operator, repair and maintenance, indirect costs and debt service. The new position is not recommended as there is sufficient funding in the personnel budget to accommodate it already. The reserve line was increased from \$25,000 to \$50,000 and additional funds added to the debt service line. The recommended capital plan is \$7.1M and utilizes \$803,800 of retained earnings as well as borrowing as funding sources. The FY25 budget is self-supporting but rates will be examined again during an annual review in the spring of 2024. A rate increase is not expected at this time.

The Waterways Enterprise Fund finished FY23 with positive retained earnings of \$353,274. The FY25 enterprise fund budget is \$131,164 less than FY24 due to a major retirement in debt service. The recommended capital plan is \$3.03M and utilizes \$32,151 of retained earnings as well as borrowing as funding sources. The capital projects include \$3M for dredging of Scituate Harbor which will be done in phases and may qualify for a 50% Seaport Economic Advisory Council Dredging grant. The FY25 budget is currently self-supporting without a need for a rate increase to operate.

## **How to Use this Budget Book**

The total town budget is divided into three sections. The first section of this binder contains the Town Administrator's Budget Message and gives an overview of the Town's organization and current staff levels. It also contains information on the Town's budget process and includes detailed graphs and charts outlining its financial position and contains the Town's Revenue and Expense Assumptions.

The second section contains individual departmental budgets. These requests include goals and objectives identified by the department head to be worked toward during the coming fiscal year. All professional and support staff are evaluated on their achievement of these goals. These goals are a fluid process in that the Select Board and Town Administrator establish their goals first, which in turn insures that approved departmental goals are in keeping with an overall strategic vision.

Next, the departmental budgets are further broken down into various sections that give staff the opportunity to discuss major budget components, risks and challenges and departmental accomplishments during the past year. Following these are the individual line item budgets. Specific line item detail for departmental budgets is available upon request and will be available during that department's budget review.

The third and final section of the town budget, contained in a separate electronic file, is the Town's Five-Year Rolling Capital Improvement Plan (CIP) which contains the FY 25 Town Administrator and Finance Director recommended projects and funding. The CIP is not only contains departmental requests for FY 25, but for FY 26 through FY 29 as well. This rolling capital plan contains supplemental information about each project.

## Departmental Budget Summary (not including School Department)

Dept #	Department Name	FY24 Budget	FY25 Town		
			Admin Recom	\$ Change	% Change
123	BOS/TOWN ADMINISTRATION	\$984,088	\$1,001,416	\$17,328	1.8%
131	ADVISORY COMMITTEE	\$7,116	\$7,241	\$125	1.8%
132	RESERVE FUND <i>(Shared)</i>	\$75,000	\$75,000	\$0	0.0%
135	TOWN ACCOUNTANT	\$464,048	\$484,568	\$20,520	4.4%
141	ASSESSORS	\$271,332	\$286,463	\$15,131	5.6%
145	TREASURER COLLECTOR	\$466,650	\$492,376	\$25,726	5.5%
155	INFORMATION TECHNOLOGY	\$777,803	\$833,091	\$55,288	7.1%
158	TAX FORECLOSURES <i>(Shared)</i>	\$39,000	\$39,000	\$0	0.0%
159	CABLE TV <i>(funded by PEG Access fund)</i>	\$291,457	\$229,097	(\$62,360)	-21.4%
161	TOWN CLERK	\$250,236	\$290,371	\$40,135	16.0%
171	CONSERVATION	\$239,116	\$249,308	\$10,192	4.3%
175	PLANNING BOARD	\$267,723	\$290,111	\$22,388	8.4%
176	ZONING BOARD OF APPEALS	\$28,348	\$28,288	(\$60)	-0.2%
182	ECONOMIC DEVELOPMENT <i>(Shared)</i>	\$46,000	\$46,000	\$0	0.0%
192	GENERAL LIABILITY & PROPERTY INSURANCE <i>(Shared)</i>	\$1,099,981	\$1,209,979	\$109,998	10.0%
210	POLICE DEPARTMENT <i>(2nd SRO position shared)</i>	\$4,821,200	\$5,301,204	\$480,004	10.0%
220	FIRE DEPARTMENT	\$5,844,041	\$6,060,403	\$216,362	3.7%
230	PUBLIC SAFETY COMMUNICATIONS	\$742,907	\$770,534	\$27,627	3.7%
241	INSPECTIONS	\$441,625	\$410,195	(\$31,430)	-7.1%
295	SHELLFISH	\$8,800	\$8,800	\$0	0.0%
310	REGIONAL SCHOOL ASSESSMENTS <i>(Shared)</i>	\$769,728	\$1,046,478	\$276,750	36.0%
410	FACILITIES DEPARTMENT <i>(HVAC position shared)</i>	\$1,426,671	\$1,511,112	\$84,441	5.9%
411	ENGINEERING	\$711,728	\$323,832	(\$387,896)	-54.5%
421	DPW ADMINISTRATION	\$213,852	\$239,282	\$25,430	11.9%
422	DPW HIGHWAY	\$1,208,827	\$1,256,218	\$47,391	3.9%
423	SNOW & ICE	\$497,115	\$497,115	\$0	0.0%
424	STREET LIGHTS <i>(Shared)</i>	\$125,000	\$125,000	\$0	0.0%
429	DPW PUBLIC GROUNDS	\$1,005,870	\$1,042,482	\$36,612	3.6%
510	BOARD OF HEALTH	\$323,869	\$346,945	\$23,076	7.1%
541	COUNCIL ON AGING	\$307,793	\$323,639	\$15,846	5.1%
543	VETERANS DEPARTMENT	\$201,433	\$206,818	\$5,385	2.7%
549	COMMISSION ON DISABILITIES	\$5,000	\$5,000	\$0	0.0%
610	LIBRARY	\$1,163,203	\$1,231,449	\$68,246	5.9%
630	RECREATION	\$174,337	\$160,888	(\$13,449)	-7.7%
650	BEAUTIFICATION	\$32,500	\$37,500	\$5,000	15.4%
691	HISTORICAL BUILDINGS	\$39,680	\$49,228	\$9,548	24.1%
720	DEBT SERVICE <i>(Shared)</i>	\$7,979,309	\$7,989,583	\$10,274	0.1%
911	PLYMOUTH COUNTY RETIREMENT <i>(Shared)</i>	\$6,978,292	\$7,722,480	\$744,188	10.7%
912	WORKERS COMPENSATION <i>(Shared)</i>	\$210,000	\$190,000	(\$20,000)	-9.5%
913	UNEMPLOYMENT <i>(Shared)</i>	\$65,000	\$65,000	\$0	0.0%
914	CONTRIBUTORY GROUP INSURANCE <i>(Shared)</i>	\$7,279,855	\$7,662,346	\$382,491	5.3%
916	FEDERAL TAXES <i>(Shared)</i>	\$882,332	\$917,625	\$35,293	4.0%
	<b>Sub-total General Fund</b>	<b>\$48,767,865</b>	<b>\$51,063,465</b>	<b>\$2,295,600</b>	<b>4.7%</b>
298	HARBORMASTER	\$1,300,061	\$1,168,897	(\$131,164)	-10.1%
433	TRANSFER STATION	\$1,753,511	\$1,716,114	(\$37,397)	-2.1%
440	SEWER	\$4,379,825	\$4,445,833	\$66,008	1.5%
450	WATER DEPARTMENT	\$7,272,903	\$7,816,903	\$544,000	7.5%
661	WIDOWS WALK	\$1,307,367	\$1,505,000	\$197,633	15.1%
	<b>Sub-total Enterprise Funds</b>	<b>\$16,013,667</b>	<b>\$16,652,747</b>	<b>\$639,080</b>	<b>4.0%</b>
	<b>GRAND TOTAL</b>	<b>\$64,781,532</b>	<b>\$67,716,212</b>	<b>\$2,934,680</b>	<b>4.5%</b>

## FISCAL YEAR 25 BUDGET AND CAPITAL REVIEW TIMETABLE

\*charter/bylaws language provided for informational purposes only

DATE	ITEM/OBJECTIVE	CHARTER/BYLAW REFERENCE
05/09/2023	Select Board votes budget calendar	
08/14/2023	Capital budget forms and directions distributed to departments	
09/14/2023	Capital Budgets Due to Finance Director	Art. 4, Sec.4-2, f Art. 6, Sec. 6-4
09/11/2023- 09/15/2023	Financial Team prepares and finalizes revenue expenses and assumptions	
09/19/2023	Financial Forecast Committee reviews draft forecast for FY25	
09/20/2023	Budget instructions & forms to Boards & Departments	Art. 4, Sec. 4-2 Art. 6, Sec. 6-4
10/05/2023	Departmental Budgets Due to TA/Finance Director	
10/10/2023 – 10/16/2023	Budgets reviewed with depts, edited and compiled by Town Administrator/Finance Director	
10/10/2023 10/11/2023	Town Administrator Recommended Capital Plan provided to Capital Planning Committee & Select Board	
10/11/2023- 12/06/2023	Capital Planning Review of Capital Requests & Plan	
10/31/2023	Budget & Supporting Materials Distributed to Select Board & Advisory Committee	Art. 6, Sec. 6-5,a Bylaws, Sec. 20720,D

<b>DATE</b>	<b>ITEM/OBJECTIVE</b>	<b>CHARTER/BYLAW REFERENCE</b>
<b>11/07/2023</b>	Departmental Non-Monetary Article requests submitted to Town Admin.	
<b>11/07/2023</b>	TA & Finance Director Present FY25 Town Operating & Capital Budgets to Select Board	Art. 4, Sec. 4-2, f Art. 6, Sec. 6-2
<b>11/07/2023-02/19/2024</b>	Select Board, Advisory Committee Review of Departmental Operating & Capital Budgets	Art. 6, Sec.6-5 Art. 6, 6-6,b-c
<b>11/09/2023</b>	*Charter date Town Administrator submit capital budget to Capital Planning Comm	Art. 6, Sec. 6-6d (five months before ATM)
<b>10/11/2023(CPC); 10/10/2023 (SB); 11/09/2023 (AC)</b>	Actual date capital plan submitted to Capital Planning, Advisory & Select Board	
<b>12/05/2023</b>	Select Board Open STM & ATM Warrant	
<b>12/19/2023</b>	Select Board closes STM & ATM warrants. Select Board Reviews Non-Monetary Article Requests	Art. 3, Sec.3-2b
<b>01/09/2024</b>	Warrant Article Language Finalized	
<b>12/19/2023</b>	Capital Planning Committee Presents CIP Recommendations to Select Board	Art. 6, Sec. 6-6d (90 days before ATM)
<b>01/09/2024</b>	Financial Forecasting Committee Quarterly Calendar Year 2023 Forecast due	Art. 6, Sec.6-7, b
<b>01/23/2024</b>	Bylaw date Select Board submits warrant articles to Advisory Committee	Bylaws Sec. 20120 (60 days prior to warrant posting), Bylaws Sec. 20720, C

<b>DATE</b>	<b>ITEM/OBJECTIVE</b>	<b>CHARTER/BYLAW REFERENCE</b>
<b>01/09/2024</b>	Select Board submits their Capital Plan recommendations to Advisory Committee	Art. 6, Sec. 6-6d (60 days before ATM)
<b>02/13/2024</b>	Select Board Votes Operating and Capital Articles, Signs Warrant, forwards to Advisory Committee	Art. 6, Sec. 6-6, d Art. 2, Sec. 2-5, c Art. 6, Sec. 6-5, a
<b>03/07/2024</b>	All articles voted by Advisory Committee	Art. 6, Sec. 6-6, d, Bylaws, Sec. 20120
<b>03/25/2024</b>	Warrants posted publicly, posted on website, blasted, Facebook	General Bylaws
<b>03/25/2024</b>	Advisory Committee Report Available to residents with Capital and Financial Forecasting Reports	Bylaws, Sec. 10440 Art. 6, Sec. 6-6, e Art. 6. Sec 6-7, b
<b>03/26/2024</b>	Statutory & Bylaw Deadline for posting Annual Town Meeting Warrant	MGL Chap. 39, Sec. 9
<b>TBD</b>	Select Board & Advisory Committee - Joint Public Hearing on the Budget	Section 6-5 Charter
<b>04/02/2024</b>	Statutory & Bylaw Deadline for Posting of Special Town Meeting Warrant	MGL Chap. 39, Sec. 9 2014 Bylaw amendment
<b>04/08/2024</b>	2024 Annual and Special Town Meeting	Art. 2, Sec. 2-4 Bylaws Sec. 20100

**Select Board, Advisory and Capital Planning Committees  
Budget Meeting Schedule  
Fiscal Year 2025**

By charter, the Town Administrator conducts an in-depth review of each departmental line with an emphasis on full explanations for all requested expenditures in making recommendations to town officials (exclusive of School Department). The recommended operating and capital budgets are then independently reviewed by the Select Board, Advisory Committee and Capital Planning Committee.

**Please note schedule is subject to change due to weather and Committee/Board schedules**

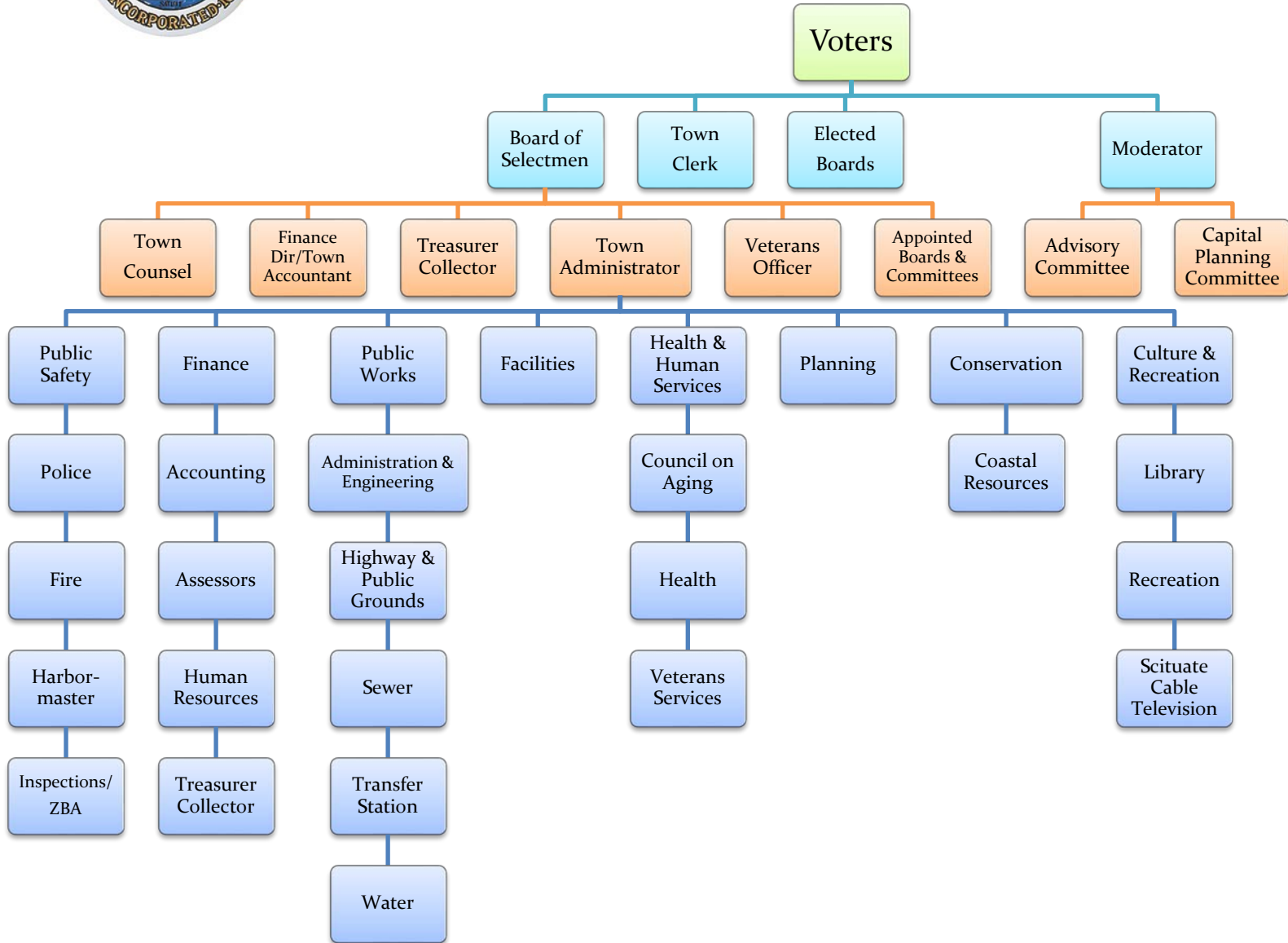
<b>Event/Department</b>	<b>Dept #</b>	<b>Select Board Review</b>	<b>Capital Planning Committee Review</b>	<b>Advisory Committee Review</b>
FY25 Budget Presentation		11/7/2023	10/11/2023	11/9/2023
Administration/Select Board	123	11/7/2023		11/9/2023
Advisory Committee	131	11/7/2023		11/9/2023
Reserve Fund	132	11/7/2023		11/9/2023
Gen Liab & Property Insurance	192	11/7/2023		11/9/2023
Street Lights	424	11/7/2023		11/9/2023
Workers Compensation	912	11/7/2023		11/9/2023
Unemployment	913	11/7/2023		11/9/2023
Assessors	141	11/21/2023		11/16/2023
Library	610	11/21/2023		11/16/2023
Town Clerk	161	11/21/2023		11/16/2023
Widow's Walk Enterprise	61	11/21/2023		11/16/2023
Board of Health	510	11/21/2023		11/16/2023
Council on Aging	541	<b>12/19/2023</b>		11/16/2023
Recreation	630	11/21/2023	10/25/2023	11/16/2023
Commission on Disabilities	549	11/21/2023		11/16/2023
Finance Director/Town Accountant	135	12/5/2023		11/30/2023
Information Technology	155	12/5/2023	10/25/2023	11/30/2023
Police	210	12/5/2023	10/25/2023	11/30/2023
Fire	220	12/5/2023	10/25/2023	11/30/2023
Public Safety Communications	230	12/5/2023		11/30/2023
Veterans	543	<b>11/21/2023</b>		11/30/2023
Beautification	650	12/5/2023		11/30/2023
Historical	691	12/5/2023		11/30/2023
Waterways Enterprise	66	12/19/2023	10/18/2023	12/7/2023
Shellfish	295	12/19/2023		12/7/2023
Facilities	410	12/19/2023	10/11/2023	12/7/2023

<b>Event/Department</b>	<b>Dept #</b>	<b>Select Board Review</b>	<b>Capital Planning Committee Review</b>	<b>Advisory Committee Review</b>
Scituate Cable TV	159	12/19/2023		12/7/2023
Treasurer Collector	145	12/19/2023		12/7/2023
Tax Foreclosures	158	12/19/2023		12/7/2023
Debt Service	720	12/19/2023		12/7/2023
Plymouth County Retirement	911	12/19/2023		12/7/2023
Contributory Insurance	914	12/19/2023		12/7/2023
Federal Taxes	916	12/19/2023		12/7/2023
<b>Department of Public Works</b>				
Engineering	411	1/9/2024	11/1/2023	12/14/2023
Administration	421	1/9/2024		12/14/2023
Highway	422	1/9/2024	11/1/2023	12/14/2023
Snow & Ice	423	1/9/2024		12/14/2023
Public Grounds	429	1/9/2024	11/1/2023	12/14/2023
Transfer Station Enterprise	433	1/9/2024	11/8/2023	12/14/2023
Sewer Enterprise	440	1/9/2024	11/8/2023	12/14/2023
Water Enterprise	450	1/9/2024	11/8/2023	12/14/2023
Review of Non-Monetary Articles		1/23/2024		1/11/2024
Review Petition Articles		1/23/2024		1/11/2024
<b>Community Planning &amp; Development</b>				
Conservation/Coastal Resources	171	1/23/2024		1/18/2024
Planning	175	1/23/2024		1/18/2024
Zoning Board of Appeals	176	1/23/2024		1/18/2024
Economic Development Comm	182	1/23/2024		1/18/2024
Inspections	241	1/23/2024		1/18/2024
Capital Plan Review		12/19/2023		1/11/2024
School	300	2/13/2024	11/29/2023	2/15/2024
South Shore Regional VTHS	310	2/13/2024		2/15/2024
Community Preservation Review		2/27/2024		2/26/2024
Vote all projects/articles		3/5/2024	12/12/2023	3/7/2024
Advisory Booklet Available				3/25/2024
Joint Public Hearing on the Budget		TBD		TBD
Annual & Special Town Meeting		4/8/2024	4/8/2024	4/8/2024





# Town of Scituate



### ***Town Organization Summary by Department***

Accounting/Finance	Nancy Holt, Finance Director/Town Accountant
Assessing	Joseph Divito, Jr., Director of Assessing
Building	Robert Vogel, Building Commissioner & Zoning Enforcement Officer
Cable Studio (SCTV)	Seth Pfeiffer, Cable Studio (SCTV) Manager
Chief Procurement Officer	James Boudreau, Town Administrator
Conservation	Amy Walkey, Conservation & Natural Resources Officer
Emergency Management/Fire	Mark Donovan, Emergency Management Director & Fire Chief
Facilities Management	Kevin Kelly, Facilities Director
Harbormaster	Stephen Mone, Harbormaster
Information Technology	Michael Minchello, IT Director
Library	Jessi Finnie, Library Director
Planning	Karen Joseph, Town Planner
Police	Mark Thompson, Police Chief
Public Health	Andrew Scheele, Board of Health Director
Public Works	Kevin Cafferty, Director of Public Works
Recreation	Nicholas Lombardo, Recreation Director
Shellfish Constable	Michael Dimeo
Town Administrator	James Boudreau
Town Clerk	Kathleen Gardner
Treasurer Collector	Pamela Avitabile
Veterans Services Officer	Donald Knapp, Graves Agent
Widow's Walk Golf Course	Ian Kelley, Director of Golf Course

**FINANCIAL FORECAST COMMITTEE MEMBERS:** Town Administrator James Boudreau; Select Board Member Vice Chair Andrew Goodrich; Finance Director/Town Accountant Nancy Holt; Treasurer Collector Pamela Avitabile; Director of Assessing Joseph DiVito; School Committee Member Peter Gates; Superintendent of Schools William Burkhead; Director of School Finance and Business Thomas Raab; Capital Planning Committee Chair Christopher Carchia and Advisory Committee Chair Elise Russo

**VOTED Forecast**  
**October 2023**

**FORECASTING MODEL**

	Notes	Actual FY 2021	Actual FY 2022	Actual FY 2023	Budget FY 2024	Proposed FY 2025	Projected FY 2026	Projected FY 2027	Projected FY 2028	Projected FY 2029
<b>SOURCES</b>										
Prior Year Override		\$ 58,023,354	\$ 63,038,371	\$ 66,214,508	\$ 70,298,731	\$ 73,856,199	\$ 76,502,604	\$ 79,215,169	\$ 81,995,548	\$ 84,845,437
2.5% Increase		\$ 1,450,584	\$ 1,575,959	\$ 1,655,286	\$ 1,757,468	\$ 1,846,405	\$ 1,912,565	\$ 1,980,379	\$ 2,049,889	\$ 2,121,136
New Growth		\$ 1,223,712	\$ 1,603,298	\$ 2,425,662	\$ 1,800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
<b>TOTAL LEVY</b>		\$ 60,697,650	\$ 66,217,628	\$ 70,295,456	\$ 73,856,199	\$ 76,502,604	\$ 79,215,169	\$ 81,995,548	\$ 84,845,437	\$ 87,766,573
Cherry Sheet/State Aid	[1]	\$ 8,783,368	\$ 8,526,303	\$ 8,827,140	\$ 9,195,995	\$ 9,256,999	\$ 9,256,999	\$ 9,256,999	\$ 9,256,999	\$ 9,256,999
Septic Loan Program		\$ -	\$ 10,962	\$ 12,344	\$ 12,347	\$ 12,348	\$ 12,349	\$ 12,351	\$ 12,354	\$ 12,356
Local Receipts	[13]	\$ 7,462,124	\$ 7,645,165	\$ 8,767,521	\$ 5,696,412	\$ 5,696,412	\$ 5,696,412	\$ 5,696,412	\$ 5,696,412	\$ 5,696,412
Enterprise Indirect costs	[12]	\$ 994,161	\$ 1,098,382	\$ 1,197,398	\$ 1,203,492	\$ 1,409,913	\$ 1,438,111	\$ 1,466,873	\$ 1,496,211	\$ 1,526,135
Overlay Surplus		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rooms Occupancy Tax		\$ 135,953	\$ 180,519	\$ 205,932	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Meals Tax		\$ 257,388	\$ 233,019	\$ 381,803	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
<b>TOTAL ALL REVENUE</b>		\$ 78,330,644	\$ 83,911,978	\$ 89,687,593	\$ 90,244,445	\$ 93,158,276	\$ 95,849,040	\$ 98,658,184	\$ 101,537,413	\$ 104,488,475
<b>USES</b>										
Offsets	[1]	\$ 29,809	\$ 32,544	\$ 40,334	\$ 42,403	\$ 42,403	\$ 42,403	\$ 42,403	\$ 42,403	\$ 42,403
State & County Charges	[1]	\$ 648,239	\$ 645,744	\$ 702,123	\$ 767,846	\$ 762,382	\$ 800,501	\$ 840,526	\$ 882,552	\$ 926,680
Overlay		\$ 261,477	\$ 276,609	\$ 300,001	\$ 300,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000
Other Deficits/Articles		\$ -	\$ -	\$ 175,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development		\$ 31,000	\$ 34,500	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000
<b>TOTAL USES</b>		\$ 970,526	\$ 989,397	\$ 1,263,697	\$ 1,156,249	\$ 1,160,785	\$ 1,198,904	\$ 1,238,929	\$ 1,280,955	\$ 1,325,083
<b>NET REVENUE</b>		\$ 77,360,118	\$ 82,922,581	\$ 88,423,897	\$ 89,088,196	\$ 91,997,491	\$ 94,650,136	\$ 97,419,255	\$ 100,256,457	\$ 103,163,392
<i>Revenue Growth</i>						<i>3.27%</i>				
<b>SHARED COSTS</b>										
Reserve Fund		\$ 39,033	\$ 74,245	\$ 71,674	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Tax Title		\$ 21,567	\$ 39,070	\$ 21,827	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000
Insurance/Town Bldgs.	[9]	\$ 763,050	\$ 867,934	\$ 958,519	\$ 1,099,981	\$ 1,209,979	\$ 1,270,478	\$ 1,334,002	\$ 1,400,702	\$ 1,470,738
So. Shore Vo. Tech./Norfolk Agric.	[3]	\$ 638,132	\$ 634,970	\$ 583,933	\$ 769,728	\$ 1,046,478	\$ 1,098,802	\$ 1,153,742	\$ 1,269,116	\$ 1,396,028
Debt & Interest		\$ 1,995,967	\$ 1,995,246	\$ 1,961,447	\$ 1,995,767	\$ 1,995,767	\$ 1,995,767	\$ 1,995,767	\$ 1,995,767	\$ 1,995,767
- Capital Stabilization/Capital Plan		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
- Capital Stablztn/Plan (Meals Tax)		\$ 84,000	\$ 38,000	\$ 84,000	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -
- Debt Excl MS & PSC (Meals Tax)	[2]	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Plymouth County Retirement Assmt	[5]	\$ 5,228,790	\$ 5,759,996	\$ 6,213,897	\$ 6,841,463	\$ 7,571,059	\$ 8,176,743	\$ 8,830,883	\$ 9,537,353	\$ 10,300,342
School Bus Lease	[4]	\$ 244,301	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Street Lights	[4]	\$ 88,597	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Workers' Compensation		\$ 210,000	\$ 523,715	\$ 210,000	\$ 210,000	\$ 190,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
HVAC Technician	[15]	\$ -	\$ -	\$ 42,705	\$ 76,658	\$ 80,491	\$ 84,516	\$ 88,742	\$ 93,179	\$ 97,838
Second School Resource Officer	[16]	\$ -	\$ -	\$ -	\$ 100,000	\$ 102,500	\$ 105,063	\$ 107,689	\$ 110,381	\$ 113,141
Unemployment Insurance	[11]	\$ 152,088	\$ 1,920	\$ 42,843	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Contributory Group Insurance	[10,14]	\$ 5,933,245	\$ 6,080,017	\$ 6,679,379	\$ 7,279,855	\$ 7,662,346	\$ 8,351,957	\$ 9,103,633	\$ 9,922,960	\$ 10,816,027
Federal Taxes	[6]	\$ 712,899	\$ 758,366	\$ 792,074	\$ 882,332	\$ 917,625	\$ 954,330	\$ 992,503	\$ 1,032,203	\$ 1,073,492
OPEB	[7]	\$ 104,440	\$ 115,200	\$ 124,278	\$ 136,829	\$ 151,421	\$ 163,535	\$ 176,618	\$ 190,747	\$ 206,007
<b>TOTAL SHARED COSTS</b>		\$ 16,316,109	\$ 17,463,679	\$ 18,361,576	\$ 20,230,614	\$ 21,481,666	\$ 23,165,191	\$ 24,747,579	\$ 26,516,410	\$ 28,433,377
<b>NET AVAILABLE</b>		\$ 61,044,009	\$ 65,458,902	\$ 70,062,321	\$ 68,857,582	\$ 70,515,825	\$ 71,484,945	\$ 72,671,676	\$ 73,740,048	\$ 74,730,015
<b>SPLIT</b>										
School Share 66.67% [4]		\$ 39,206,165	\$ 41,273,689	\$ 43,333,014	\$ 45,507,329	\$ 47,012,900	\$ 47,659,013	\$ 48,450,206	\$ 49,162,490	\$ 49,822,501
Town Share 33.33%		\$ 19,600,142	\$ 20,633,749	\$ 21,663,257	\$ 22,750,252	\$ 23,502,924	\$ 23,825,932	\$ 24,221,470	\$ 24,577,558	\$ 24,907,514
		\$ 58,806,307	\$ 61,907,438	\$ 64,996,271	\$ 68,257,581	\$ 70,515,824	\$ 71,484,945	\$ 72,671,676	\$ 73,740,048	\$ 74,730,015
Percentage Change						3.31%	1.37%	1.66%	1.47%	1.34%

**FINANCIAL FORECAST COMMITTEE MEMBERS:** Town Administrator James Boudreau; Select Board Member Vice Chair Andrew Goodrich; Finance Director/Town Accountant Nancy Holt; Treasurer Collector Pamela Avitabile; Director of Assessing Joseph DiVito; School Committee Member Peter Gates; Superintendent of Schools William Burkhead; Director of School Finance and Business Thomas Raab; Capital Planning Committee Chair Christopher Carchia and Advisory Committee Chair Elise Russo

**VOTED Forecast  
October 2023**

**FORECASTING MODEL**

Notes		Actual FY 2021	Actual FY 2022	Actual FY 2023	Budget FY 2024	Proposed FY 2025	Projected FY 2026	Projected FY 2027	Projected FY 2028	Projected FY 2029
TAX RATE	Total Levy from above	\$ 60,697,650	\$ 66,217,628	\$ 70,295,456	\$ 73,856,199	\$ 76,502,604	\$ 79,215,169	\$ 81,995,548	\$ 84,845,437	\$ 87,766,573
	School Debt Exclusion	\$ 681,947	\$ 653,930	\$ 619,483	\$ 594,744	\$ 564,753	\$ 84,580	\$ 82,371	\$ 83,128	\$ 76,029
	Wastewater Debt Exclusion	\$ 97,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
new	Water Treatment Plant Debt Excl	\$ -	\$ -	\$ -	\$ 22,701	\$ 145,718	\$ 145,717	\$ 145,717	\$ 145,717	\$ 145,717
	Library Debt Exclusion	\$ 384,352	\$ 373,925	\$ 363,425	\$ 352,925	\$ 342,425	\$ 331,925	\$ 321,425	\$ 311,850	\$ 303,200
	Public Safety Complex Debt Excl	\$ 1,163,670	\$ 1,135,710	\$ 1,102,213	\$ 1,070,463	\$ 1,033,838	\$ 1,002,338	\$ 970,838	\$ 942,338	\$ 916,838
	Senior Center/Gym Debt Exclusion	\$ 58,333	\$ 921,992	\$ 782,900	\$ 803,463	\$ 687,125	\$ 664,875	\$ 642,625	\$ 620,375	\$ 675,100
	Middle School Debt Exclusion	\$ 3,428,600	\$ 3,335,600	\$ 3,242,600	\$ 3,149,600	\$ 3,056,600	\$ 2,958,725	\$ 2,865,975	\$ 2,782,500	\$ 2,708,300
	<b>TOTAL TAX LEVY</b>	\$ 66,512,533	\$ 72,638,785	\$ 76,406,077	\$ 79,850,095	\$ 82,333,063	\$ 84,403,329	\$ 87,024,498	\$ 89,731,345	\$ 92,591,756
TAX RATE		\$ 13.33	\$ 12.62	\$ 11.13	\$ 11.33	\$ 11.54	\$ 11.60	\$ 11.72	\$ 11.85	\$ 11.99
	Total Valuation	\$ 5,146,329,020	\$ 5,249,255,600	\$ 6,833,558,450	\$ 6,970,229,619	\$ 7,109,634,211	\$ 7,251,826,896	\$ 7,396,863,434	\$ 7,544,800,702	\$ 7,695,696,716

**ASSUMPTIONS:**

- [1] - Reflects estimated FY24 DOR cherry sheet from DLS for Final FY24 budget with level funding for FY26-29
- [2] - Estimate of \$230,000 is a return to the pre-pandemic level; 20% to EDC budget; \$184,000 to support the operating budget
- [3] - South Shore Voc. Tech FY25-15 pupil estimated increase at FY24 per pupil rate from SSVT and Norfolk Aggie; 7% in FY26-27 and 10% in FY28-29 for capital
- [4] - Shared cost of school bus lease of \$250,000 added to this amount in budget article so it is under the control of the School Department. Shared cost of street lighting set at \$125,000. Both amounts to stay static for future years.
- [5] - Acutal assessment for FY25 including additional liability for FY23 one-time COLA with FY26-28 at 8%
- [6] - Reflects a 4% increase over FY24 budget and remains at that level through FY29 due to exempt employees retiring and COLAs.
- [7] - Pursuant to Town financial policies, 2% of Plymouth County Retirement System assessment.
- [8]- \$100,000 in solar array and wind turbine revenues to offset debt exclusion impact for middle school & public safety complex.
- [9]- 10% increase over FY24 budget - some lines moved to other insurers. Additional 5% FY26-29.
- [10]-FY20 was 3.1% for active plans; FY21 is 3.9% for active plans; FY22 was 4.36% for active plans; calendar year 2021 at 0% for Medex plans; FY23 rate is 3.61% for active plans; FY24 rate is 7.44% for active plans and barring any positive information 9% increase assumed for FY25-FY29; 50% of plans are Medigap which have more stable rates
- [11]- Unemployment line at \$65,000 which is pre-pandemic level.
- [12]- Actual calculation for FY25 and 2% estimated increase for FY26-29.
- [13]-Increased to \$5,6961,412; which is more than the FY20 pre-pandemic estimate and also greater than the FY21-23 estimate.
- [14]-FY21 and FY22 actuals are artificially low as the Town's health insurer, MIIA, provided premium holidays due to the pandemic
- [15]-New shared cost for FY23 for salary of a shared HVAC Technician for town and school buildings increased by 2.5% for FY24 for COLA and 2.5% for step; same pattern for FY26-29
- [16]-New shared cost for FY24 for salary of a second School Resource Officer during the school year and patrol officer during the summer; increased by 2.5% COLA FY25-29
- [17]-Estimates from draft Schedule C from MCWT for DW-22-36 for \$2,368,763 Rte 3A portion of project

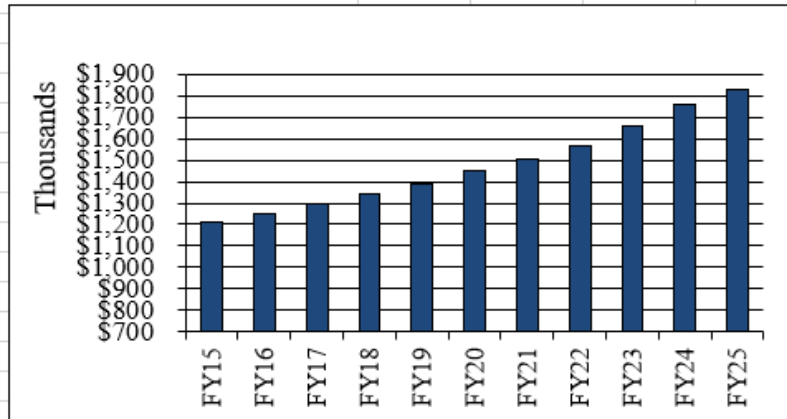
**TOWN OF SCITUATE  
FY 2025 BUDGET ASSUMPTIONS  
As of October 19, 2023**

**REVENUE ASSUMPTIONS**

**1. Levy Limit**

The Town is allowed to increase its tax levy limit 2.5% from the previous year’s base. This will increase the limit in FY 25 by an estimated **\$1,850,793**.

FY 25	\$1,850,973
FY 24	\$1,757,468
FY 23	\$1,655,441
FY 22	\$1,575,959
FY 21	\$1,507,675
FY 20	\$1,446,855
FY 19	\$1,391,157
FY 18	\$1,343,268
FY 17	\$1,298,102
FY 16	\$1,253,430
FY 15	\$1,209,127



**2. New Growth**

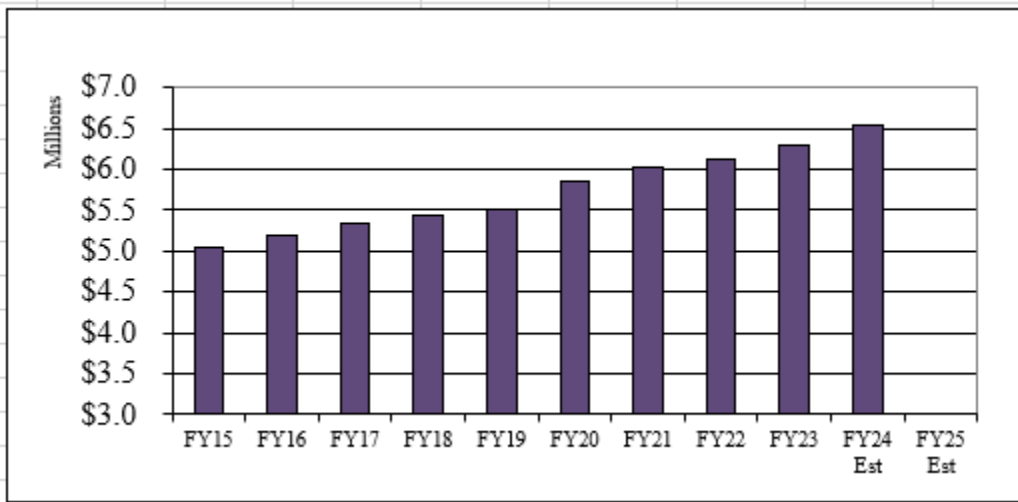
FY 25 new growth is estimated by the Assessors to be \$800,000. FY24 new growth was certified at \$1,975,516.

New Growth	Estimate	Actual
FY 25	\$ 800,000	
FY 24	\$ 1,200,000	\$1,975,516
FY 23	\$ 1,200,000	\$2,428,742
FY 22	\$ 950,000	\$1,600,218
FY 21	\$ 650,000	\$1,223,712
FY 20	\$ 650,000	\$ 985,925
FY 19	\$ 500,000	\$ 836,775
FY 18	\$ 500,000	\$ 572,266
FY 17	\$ 460,000	\$ 508,572
FY 16	\$ 500,000	\$ 532,715
FY 15	\$ 475,000	\$ 563,697

Trend: The Town has seen a steady new growth in the past several years. There are several large development projects in various phases of development. The Toll Brothers and Drew Company projects have now been completed. The Town is utilizing a new tool called Nearmap which is assisting in finding additional new growth and focusing inspection activity.

### 3. Chapter 70 Aid

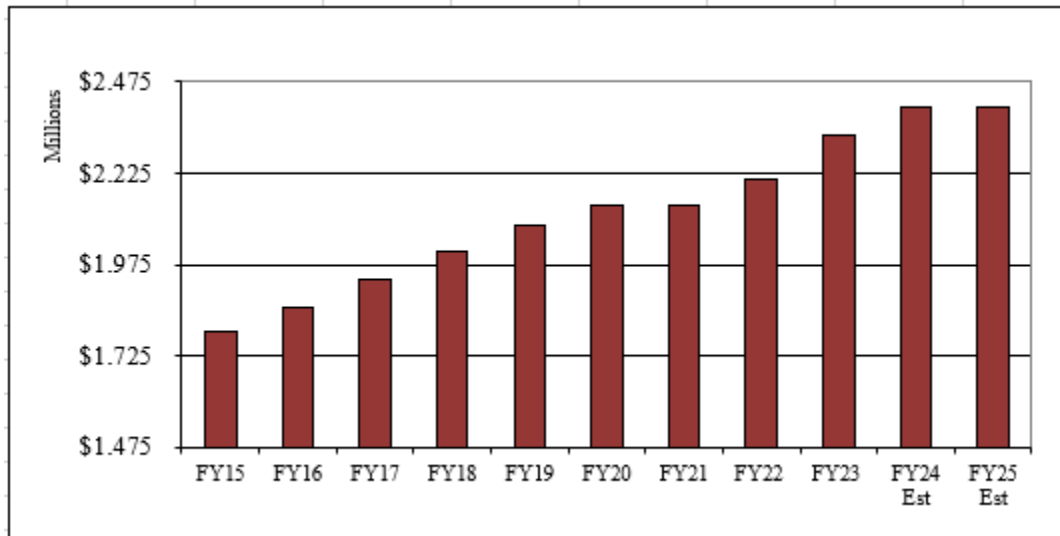
	<u>Actual</u>	<u>Current Estimate</u>	<u>Variance</u>
FY 25 Est	\$	\$6,540,827	
FY 24	\$ 6,540,827	\$6,540,827	
FY 23	\$ 6,281,773	\$6,114,553	\$167,220
FY 22	\$ 6,114,353	\$5,863,240	\$251,113
FY 21	\$ 6,030,853	\$5,276,916	\$753,937
FY 20	\$ 5,863,240	\$5,521,321	\$341,919
FY 19	\$ 5,521,321	\$5,434,351	\$ 86,970
FY 18	\$ 5,434,351	\$5,346,391	\$140,960
FY 17	\$ 5,346,391	\$5,185,901	\$160,490
FY 16	\$ 5,185,901	\$5,110,701	\$ 75,200
FY 15	\$ 5,110,701	\$5,034,826	\$ 75,875



Trend: The FY25 estimate is set at the preliminary FY24 state budget amount.

### 4. Unrestricted Aid (formerly Lottery Aid and Additional Assistance)

	<u>Actual Unrestricted Aid</u>
FY 25	\$2,404,913 estimated
FY 24	\$2,404,913
FY 23	\$2,330,342
FY 22	\$2,210,951
FY 21	\$2,136,185
FY 20	\$2,136,185
FY 19	\$2,080,024
FY 18	\$2,009,685
FY 17	\$1,934,249
FY 16	\$1,854,505
FY 15	\$1,790,063



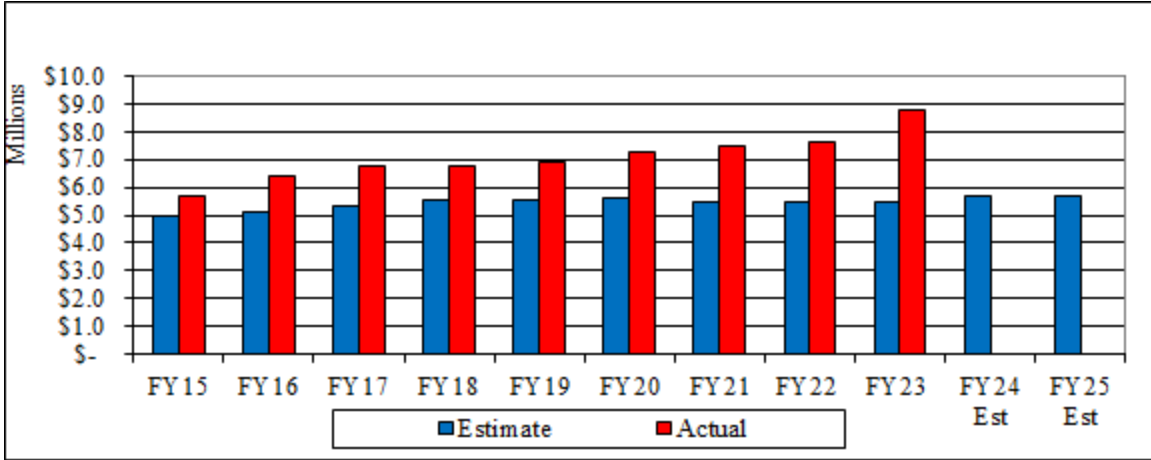
Trend: As mentioned in the Chapter 70 comment above, the FY25 unrestricted government aid is set at the preliminary FY24 budget level. While local aid did increase, the offsets to the Cherry Sheet continue to noticeably increase as well resulting in net changes, this held true for FY24. One area of concern continues to be assessments for Charter School Sending Tuition.

### 5. General Fund Receipts

	Estimated	Actual	Variance (+ or -)
FY 25	\$5,696,412		
FY 24	\$5,696,412	\$ 445,843 as of 9/30/23	
FY 23	\$5,463,049	\$8,767,521	\$3,304,472
FY 22	\$5,463,049	\$7,648,165	\$2,185,116
FY 21	\$5,463,049	\$7,469,050	\$2,006,001
FY 20	\$5,603,127	\$7,693,332	\$2,090,205
FY 19	\$5,575,000	\$6,878,990	\$1,303,990
FY 18	\$5,550,000	\$6,728,969	\$1,178,969
FY 17	\$5,302,000	\$6,741,937	\$1,439,937
FY 16	\$5,100,000	\$6,379,831	\$1,279,831
FY 15	\$4,950,000	\$5,684,913	\$ 584,913

Trend: FY 23 local receipts were significantly higher than FY22 due to investment income. As the Fed tried to address inflation, the interest rates continued to rise allowing resulting in higher returns. Motor vehicle excise increased by \$172,170, ambulance receipts increased by \$210,057 which may be skewed due to the delayed billing caused by the third party biller's cyber attack, penalties and interest increased by \$57,520 and licenses and permits decreased by \$100,742. Unexpected School Medicaid receipts of \$186,419 over budgeted amount offset some of the other decreases. As of 09/30/23, FY 24 receipts were on par with the same

period for the prior year. Barring any permanent changes to recurring revenue streams, the estimate for FY25 remains the same as the FY24.

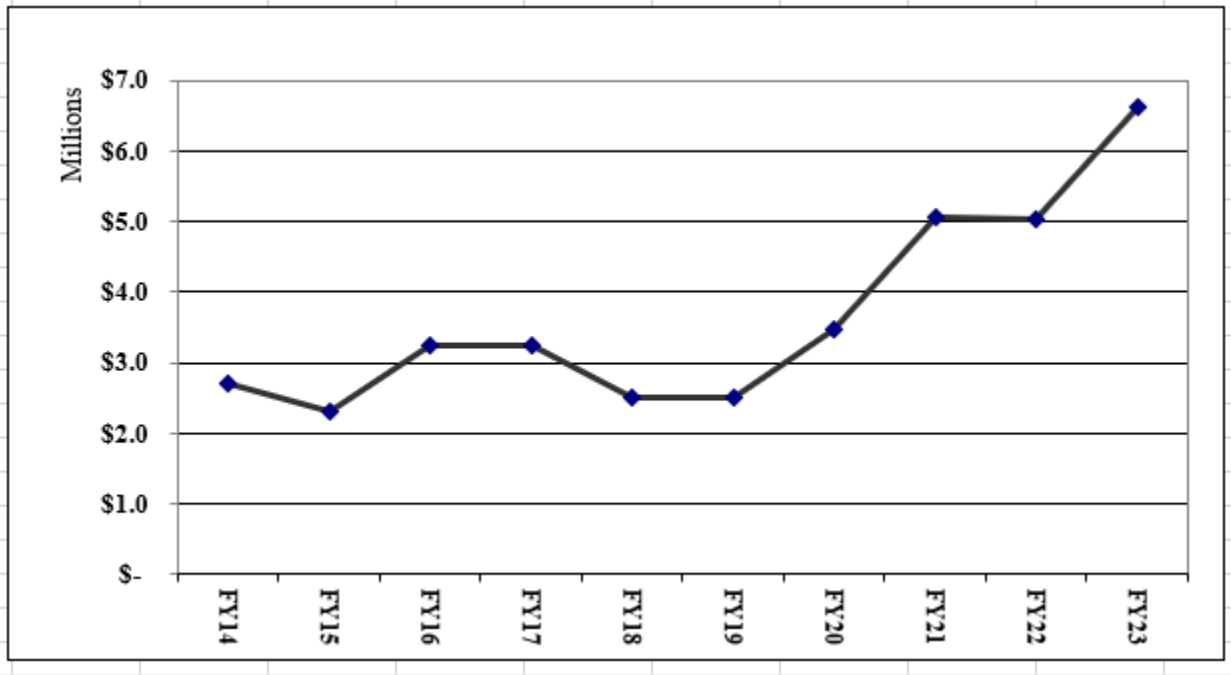


**6. Certified Free Cash (As of July 1<sup>st</sup> following FY close)**

FY 23	\$ 6,613,053 (as of July 1, 2023)
FY 22	\$ 5,022,839
FY 21	\$ 5,044,671
FY 20	\$ 3,483,292
FY 19	\$ 2,501,361
FY 18	\$ 2,492,173
FY 17	\$ 3,252,678
FY 16	\$ 3,247,133
FY 15	\$ 2,318,762
FY 14	\$ 2,701,923

Trend: Since FY 10, the Town has not used Free Cash to subsidize recurring operating budget costs. The Town’s bond rating increased in FY 13 as a direct result of this financial policy and has sustained that level which reinforces the need to adhere to not using one-time revenues for the operational budget. Free Cash will continue to be used for pay-as-you go capital, to address long term liabilities such as OPEB, to replenish the Stabilization Fund when those funds are used for emergency responses and allocate to Capital Stabilization Fund for debt service and/or large capital acquisitions. Free Cash remained strong due to \$705K in budget turnbacks, \$3.66M in revenue in excess of budget and unallocated free cash of \$4451K. Meals tax revenue exceeded budget expectations by \$151K and room occupancy tax was \$206K.





## 7. Tax Title Collection

	<u>Tax Title Collections</u> <u>Actual (Tax &amp; Special Assessments)</u>	<u>Interest/Fees</u>
FY24	\$ 67,747	\$ 26,624 (as of 10/19/23)
FY23	443,757	167,078
FY22	425,557	109,527
FY21	392,866	116,107
FY20	286,471	54,873
FY19	327,507	100,651
FY18	333,012	122,294
FY17	559,635	177,691
FY16	529,940	169,413
FY15	457,598	175,988
FY14	502,191	134,158
FY13	320,576	71,860

### Deferral Collections

	<u>Actual (Tax &amp; Special Assessments)</u>	<u>Interest/Fees</u>
FY24	\$ 0 (as of 9/30/23)	
FY23	94,577	\$64,441
FY22	107,613	72,294
FY21	1,624	22
FY20	44,354	8,841
FY19	24,707	5,693
FY18	31,336	5,072
FY17	75,680	31,343

FY16	39,256	8,735
FY15	11,309	1,376
FY14	31,698	3,821
FY13	38,988	12,473

Trend: The Town remains aggressive in its stance with collecting tax titles and pursuing foreclosures. The Treasurer/Collector continues to be dogged in personally contacting delinquent property owners and placing them on payment plans. This results in legal cost savings for tax title. The Town has foreclosed on multiple properties in the past six years. Several have been auctioned and restored to the tax rolls. The owners of many of the others have come forward to settle the taxes and the foreclosure decrees were vacated.

### 8. Medicaid Reimbursement

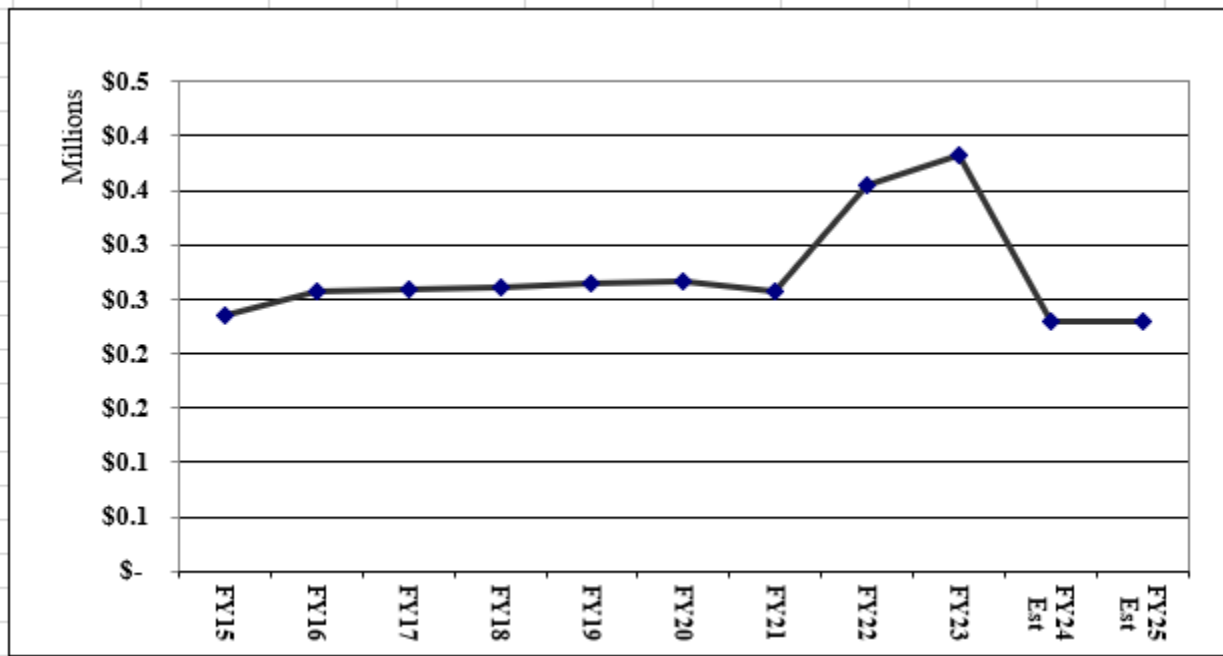
<u>Medicaid Reimbursements</u>	<u>Estimated</u>	<u>Actual (Net)</u>	<u>Variance</u>
FY 25	\$ 75,000		
FY 24	\$ 50,000	\$ 32,473 (as of 9/30/23)	
FY 23	\$ 0	\$186,419	\$186,419
FY 22	\$ 50,000	\$233,019	\$183,019
FY 21	\$ 50,000	\$ 91,238	\$41,238
FY 20	\$ 75,000	\$ 93,594	\$18,594
FY 19	\$ 75,000	\$121,444	\$46,444
FY 18	\$ 50,000	\$140,415	\$ 90,415
FY 17	\$ 35,000	\$141,633	\$106,633
FY 16	\$ 35,000	\$ 92,016	\$57,016
FY 15	\$ 50,000	\$ 58,243	\$ 8,243

Trend: As projected, these revenues can be inconsistent and vary materially each year.

### 9. Meals Tax

The Town voted to approve the adoption of the meals tax in 2013.

	<u>Revenue Projected</u>	<u>Amount Received</u>
FY 25	\$230,000	
FY 24	\$230,000	\$ 123,424 (as of 9/30/23)
FY 23	\$230,000	\$ 381,803
FY 22	\$172,500	\$ 355,022
FY 21	\$115,000	\$ 257,378
FY 20	\$230,000	\$265,581
FY 19	\$230,000	\$264,699
FY 18	\$245,000	\$261,318
FY 17	\$218,368	\$258,982
FY 16	\$218,368	\$256,452
FY 15	\$218,368	\$234,847



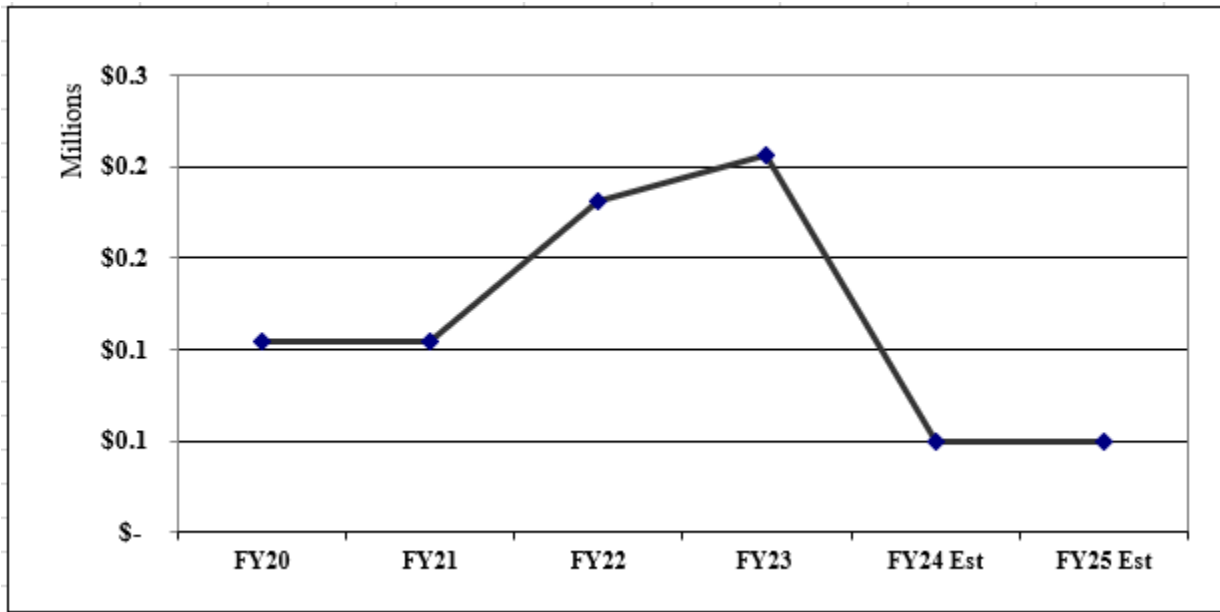
**Trend:** For FY25, \$100,000 of meals tax revenue is again recommended as a revenue offset for debt exclusion impact of the new middle school and public safety complex, 20% (\$46,000) for the support of the Economic Development Commission and the remaining \$84,000 for support of the FY25 operational budget. The loss of one restaurant, or unforeseen event such as the COVID shutdowns, could have a material impact on the revenue so a conservative approach is necessary.

### 10. Room Occupancy Excise Tax

The Town voted to approve the adoption of the room occupancy excise tax for FY20 at 6% and subsequently voted to reduce it to 4% effective 10/1/20. To date, this revenue stream has not been dedicated to any use as insufficient data is available as to the annual amount that can be expected.

	Revenue Projected	Amount Received
FY 25	\$50,000	
FY 24	\$50,000	\$125,640 (as of 9/30/23)
FY 23	\$0	\$205,932
FY 22	\$0	\$180,519
FY 21	\$0	\$135,953
FY 20*	\$0	\$104,145

\*partial year of revenue in year of adoption



**Trend:** Insufficient data exists to forecast this revenue source. As the primary driver is one establishment, it is not advisable to use too much of this revenue stream to support the operating budget but instead keep it as a buffer for any underperforming local receipts.

**EXPENSE ASSUMPTIONS**

1. A balanced budget is required by law.
2. Collective Bargaining/Non-Union Staff

Of the 13 bargaining units in Town (seven Town, six school) contract costs are as follows:

A 1% wage increase in the TOSCA contract is	\$ 16,722	expires 6/30/24
A 1% wage increase in the TOSCA-B contract is	\$ 4,423	expires 6/30/24
A 1% wage increase in the Laborers’ contract is	\$ 20,179	expires 6/30/26
A 1% wage increase in the AMP contract is	\$ 22,413	expires 6/30/24
A 1% wage increase in the MASS COP contract	\$ 24,934	expires 6/30/26
A 1% wage increase in the IAFF contract is	\$ 32,221	expires 6/30/24
A 1% wage increase for non-union staff	\$ 24,854	29 regularly scheduled individuals

The School Department contracts (2.5%, 3.0%, 2%) expire August 31, 2025.

**3. Net School Spending**

	<b>Net School Spending</b>	<b>Minimum Threshold</b>	<b>Variance (+/-)</b>
FY 24		34,295,600	
FY 23(budgeted)	49,877,889	32,882,051	16,995,838
FY 22	48,155,626	31,602,363	16,553,263

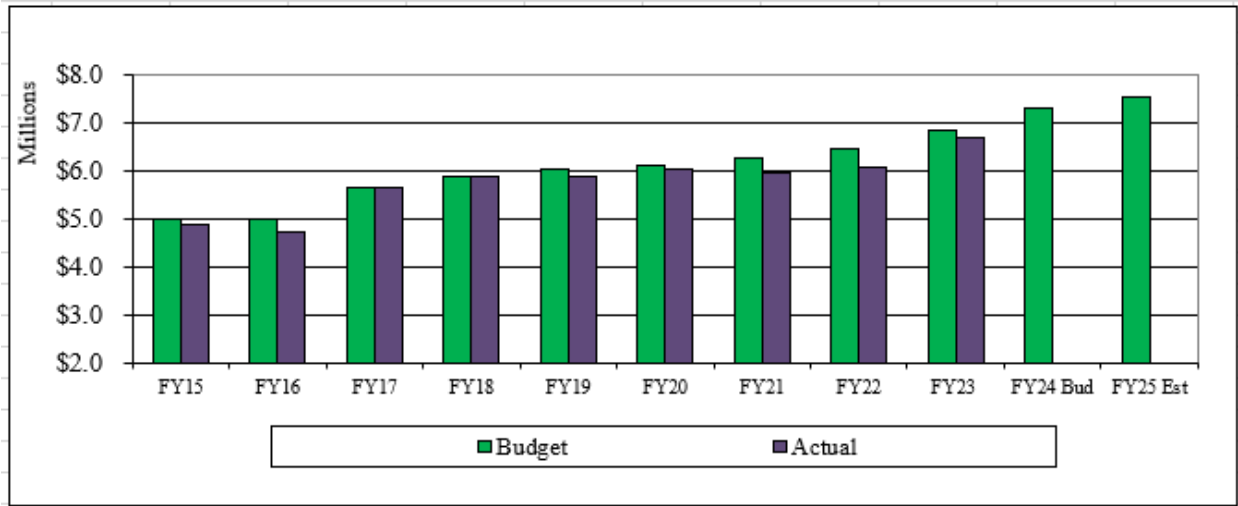
FY 21	45,481,315	32,099,036	13,382,279
FY 20	43,849,610	30,769,598	13,080,012
FY 19	43,055,584	29,604,785	13,450,799
FY 18	41,751,629	29,048,954	12,702,675
FY 17	40,298,299	28,519,126	11,779,173
FY 16	39,195,316	29,243,888	9,951,428
FY 15	37,390,269	28,997,139	8,393,130

The Town of Scituate Net School Spending amount as budgeted for FY 23 exceeded the minimum amount required under the education reform formula by \$16,995,838.

#### 4. Contributory Health and Life Insurance

In FY 13 plan design changes were negotiated for all employees as the result of new legislation passed in 2012 amending MGL Chapter 32B by adding new sections (21a-23). Effective July 1, 2017, the Town changed its health insurance plan administrator to the Massachusetts Interlocal Insurance Association (MIIA). The rates are set by MIIA in late January to early February each year and the active plan increase was 7.44% for FY24. The FY25 forecast includes a 10% increase over FY24 due to the high claims history and marketplace factors.

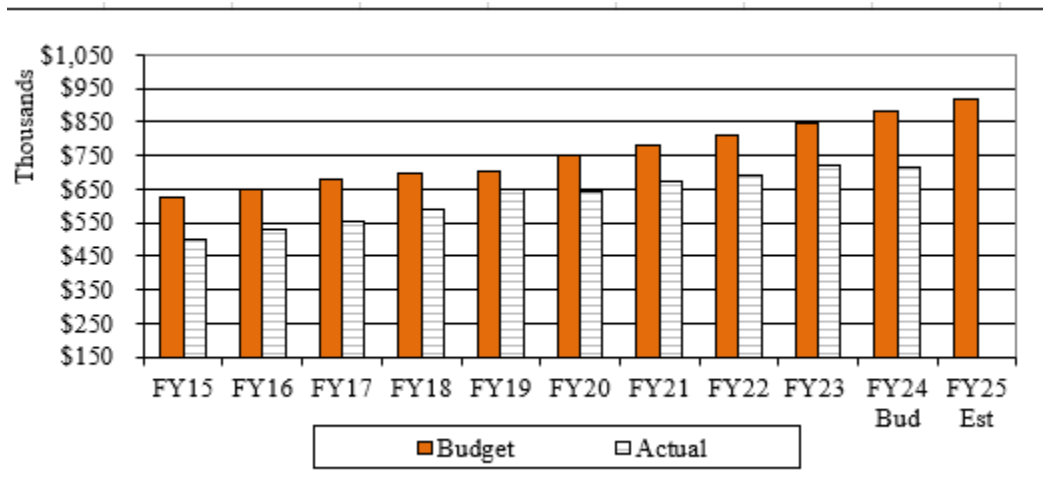
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
FY25	7,662,346		
FY24	7,279,855	2,294,770 (as of 10/19/23)	
FY23	6,833,077	6,679,379	153,698
FY22	6,461,034	6,080,017	381,017 (100% premium holiday Sept 21)
FY21	6,265,804	5,933,245	332,559 (50% premium holiday July 20)
FY20	6,116,275	6,013,058	103,217
FY19	6,025,850	5,884,537	141,313
FY18	5,860,000	5,879,559	(19,559)
FY17	5,662,973	5,662,094	(879)
FY16	4,975,266	4,732,561	242,705
FY15	4,975,632	4,880,239	95,393



Trend: The Town received an increase for active plans for FY24 of 7.44%. The Medicare supplemental plan, Medex, which accounts for 51.2% of the Town’s health insurance subscribers, now renews as of January 1<sup>st</sup> and therefore only 6 months of a potential increase needs to be calculated for that population. The Medicare plans have remained stable for the last two years with approximately 0% increases.

**5. Medicare/FICA**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
FY25	\$ 917,625		
FY24	882,332	189,788 (as of 10/19/23)	
FY23	848,396	792,074	56,322
FY22	811,862	758,366	53,496
FY21	780,637	712,899	67,738
FY20	750,613	723,133	27,480
FY19	703,375	693,586	21,828
FY18	695,155	671,758	23,397
FY17	678,200	644,102	34,098
FY16	652,115	652,115	0
FY15	626,454	589,430	62,685
FY14	574,729	556,272	18,457
FY13	528,423	531,517	(3,094)



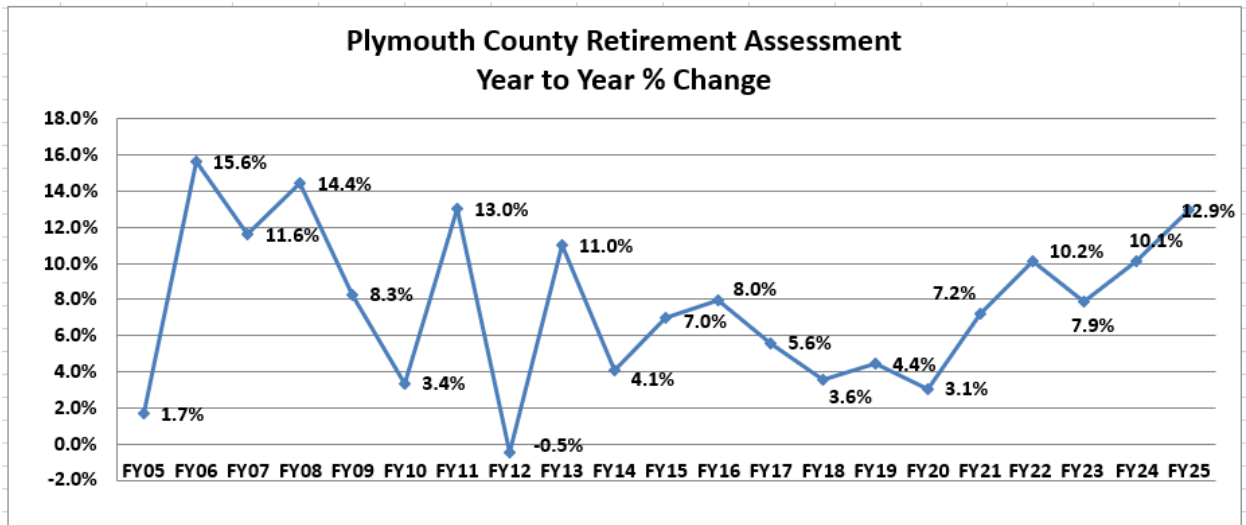
Trend: This line item will continue to increase as the exempt employee population decreases and wage scales increase. The FY25 increase is estimated at 4% to account for increases in cost of living and step increases.

## 6. Retirement Assessment (Contributory)

The FY 25 estimated Retirement Assessment will increase to \$7,725,570. FY 15 was the first year the revised mortality tables are reflected in each community's rate. Plymouth County Retirement Association advised us several years ago that future increases would be at least 8% annually to reflect the new mortality tables. As this held true for only one year, there is concern about future volatility in this budget line as has been seen in the past and will impact other budgets. The most recent actuarial estimates have seen an uptick in the annual percentage increase. In April 2023, the Plymouth County Retirement Board voted a one-time 5% COLA for FY23 that was subsequently voted by all but one town, including the Scituate Select Board. This vote caused an \$806,156 increase to Scituate's liability which results in an additional assessment of \$169,870 for the next five years. The unfunded liability is scheduled to be funded in 2029.

### Contributory

	<b>Budget</b>	<b>Actual</b>	<b>Increase (Decrease) over Prior Year</b>	
			<b>Amount</b>	<b>%</b>
FY25	\$7,571,059		884,107	10.7%
FY24	6,841,023	6,841,023	627,566	10.1%
FY23	6,213,897	6,213,897	453,901	7.9%
FY22	5,759,996	5,759,996	524,394	10.2%
FY21	5,228,790	5,235,602	360,149	7.2%
FY20	4,875,453	4,875,453	144,900	3.1%
FY19	4,730,553	4,730,553	200,278	4.4%
FY18	4,530,275	4,530,275	156,624	3.6%
FY17	4,373,651	4,373,651	231,884	5.6%
FY16	4,141,767	4,141,767	305,638	8.0%
FY15	3,836,129	3,836,129	251,270	7.0%



## 7. Other Post-Employment Benefits (OPEB)

Created at the April 2011 Annual Town Meeting, this Fund is a reserve to cover the cost of the unfunded liability of the Town's future health care costs for employees and retirees. An updated actuarial study needs to be performed every two years. A new actuarial study was completed in October 2023 showing a unfunded accrued liability of \$74M; which was an \$8M reduction from two years prior. The October 16, 2023 special town meeting allocated an additional \$837,774 to the fund.

The Town's financial policy is to allocate 2% of the annual retirement assessment into this fund. Year-end transfers have assisted in building this account and this practice will continue to the extent possible. That being said, the 2% annual amount is not as robust as the bond rating agencies would like and this is a major factor in helping the Town achieve a AAA bond rating.

Year	Allocation	Balance 6/30
FY 25	\$151,421	
FY 24	\$974,603	\$3,108,132 (as of 10/19/23)
FY 23	\$124,278	\$2,114,108
FY 22	\$115,200	\$1,907,393
FY 21	\$243,866	\$1,507,842
FY 20	\$ 97,509	\$1,161,484
FY 19	\$ 94,611	\$1,044,773
FY 18	\$ 90,606	\$924,837
FY 17	\$ 87,473	\$820,135
FY 16	\$282,835	\$675,923
FY 15	\$ 76,723	\$386,515
FY 14	\$ 84,640	\$296,559
FY 13	\$143,884	\$209,227
FY 12	\$ 64,983*	\$ 65,023

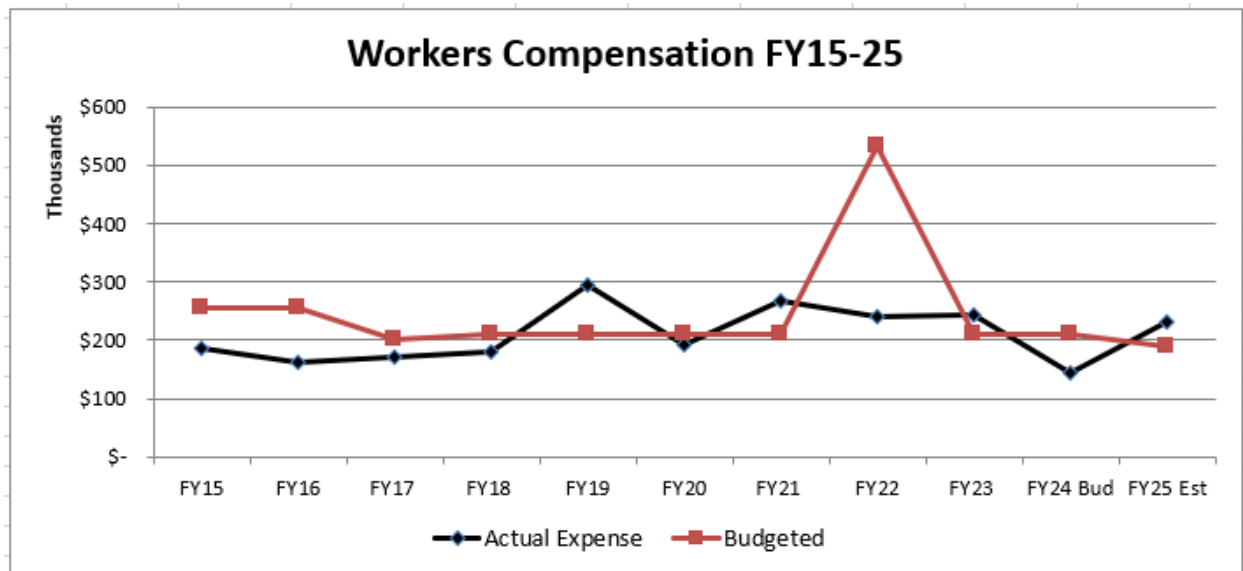
\*created in 2011; FY 12 first-year of appropriation



Trend: The Town lags on this fund because it was not created sooner (2011). An allocation of funds must be made each year. The Town lags behind other communicates in its effort to fund this liability. Additional dedicated funding sources beyond the 2% of the annual pension assessment are being explored as part of the revision of the Town’s financial policies.

### 8. Workers’ Compensation

	Budgetary Allocation On June 30 (FY total)	Actual Expense	Variance	Fund Balance as of June 30th
FY 25	\$ 190,000			
FY 24	\$ 210,000	\$ 53,673 (as of 10/19/23)		
FY 23	\$ 210,000	\$ 149,690	\$ 60,310	\$891,687
FY 22	\$ 532,715	\$ 232,849	\$299,866	\$808,243
FY 21	\$ 210,000	\$ 145,288	\$ 64,712	\$516,619
FY 20	\$ 210,000	\$ 242,412	(\$32,412)	\$450,818
FY 19	\$ 210,000	\$ 240,793	(\$20,973)	\$429,169
FY 18	\$ 210,000	\$ 267,624	(\$57,624)	\$456,217
FY 17	\$ 200,000	\$ 192,795	\$ 7,205	\$510,882
FY 16	\$ 257,000	\$ 294,611	(\$37,611)	\$501,780
FY 15	\$ 257,000	\$ 180,156	\$ 76,544	\$536,861

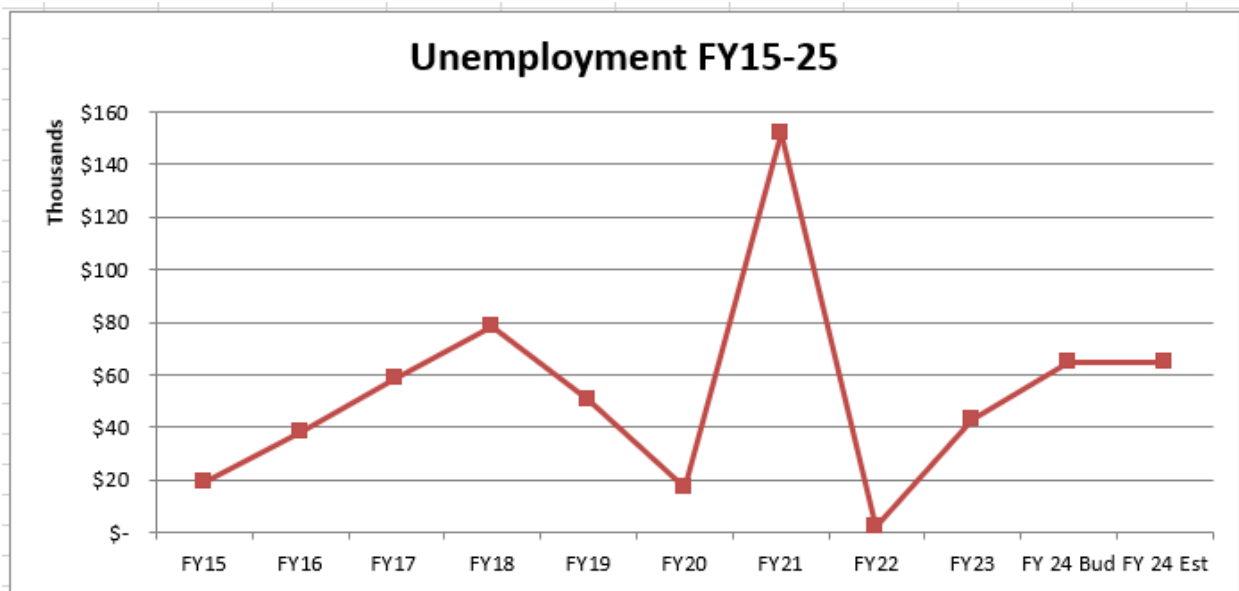


Trend: Before FY 11 this account was severely under-funded. However, the cost obligations for this fund will continue to be high based on settled claims prior to FY 10. Stop/Loss coverage will guard against substantial medical claims. The fund goal is to have the Fund Balance sufficient enough such that the interest generated can pay the premium and other administrative costs for the fiscal year while still being able to handle a permanent disability claim. The Fund goal is \$750,000. The fund was well on its way to achieve its goal and the FY17 appropriation was reduced to \$200,000. FY16 saw an increase in claims expense that has remained steady which necessitated increasing the allocation to \$210,000 and maintaining that level for the foreseeable future. This Fund must cover all medical and other costs of employees injured on the job. The Town did receive a recovery of \$50,000 in July 2019 for a case that involved a settlement to an

injured employee by a third party. In FY21, the Town increased the annual appropriation to \$532,715 to help restore the fund balance. As of 6/30/2, the \$750,000 fund balance goal had been reached.

### 9. Unemployment

	<b>Appropriated</b>	<b>Actual</b>	<b>Variance</b>
FY 25	\$ 65,000		
FY 24	\$ 65,000	\$ 46,243 (last qtr of FY23 as of 09/30/23)	
FY 23	\$ 65,000	\$ 42,843	\$ 22,157 (4 <sup>th</sup> qtr paid in FY24)
FY 22	\$130,000	\$ 1,920	\$128,080
FY 21	\$242,875	\$152,088	\$90,787
FY 20	\$ 65,000	\$ 53,599	\$ 11,501
FY 19	\$ 65,000	\$ 50,702	\$ 14,298
FY 18	\$130,000	\$ 78,630	\$ 51,370
FY 17	\$ 66,000	\$ 58,470	\$ 7,530
FY 16	\$ 75,000	\$ 38,179	\$ 36,821
FY 15	\$ 75,000	\$ 18,914	\$ 56,086



Trend: This line item has stabilized due to the lack of layoffs. The effect of the pandemic on the unemployment liability was of great concern and the FY21 budget was increased from \$65,000 to \$242,875 to partially address those concerns. The FY23 estimate is a return to the pre-pandemic level of \$65,000 which is maintained for FY24. There was an uptick in fraudulent claims causing the FY23 budget line to need a transfer; this should be offset in FY24 as the fraudulent claims are reversed.

## 10. Special Education

	Outside Placements	Circuit Breaker Reimbursement	# Claimed Circuit Breaker
FY 25	\$	\$1,816,046 (estimated)	
FY 24 Budg	\$ 3,937,439	\$1,816,046 (estimated)	34
FY 23	\$ 3,790,210	\$1,816,046	29
FY 22	\$ 3,347,900	\$1,686,615	31
FY 21	\$ 3,500,805	\$1,527,750	31
FY 20	\$ 3,587,306	\$1,205,727	29
FY 19	\$ 3,518,538	\$ 835,643	33
FY 18	\$ 3,038,442	\$1,047,791	35
FY 17	\$ 2,725,129	\$ 883,391	24
FY 16	\$ 2,355,233	\$ 894,663	30
FY 15	\$ 2,481,164	\$ 792,426	21
FY 14	\$ 2,218,138	\$ 781,123	20
FY 13	\$ 2,264,763	\$ 943,008	22

Trend: The FY24 and FY25 estimated projection was based on FY 23 and is likely subject to change.

## 11. Stabilization Fund

An allocation should be made each year to the Stabilization Fund. Interest earned by the Stabilization Fund will be allocated back into it and used for capital purchases.

	Appropriated	Interest	Expended	Balance 6/30
FY 24	\$ 813,730	\$ 53,056		
FY 23	\$1,020,395	\$230,003	\$ 0	\$7,219,590
FY 22	\$ 612,671	\$ 17,195	\$ 0	\$5,969,191
FY 21	\$1,211,130	\$ 14,127	\$ 450,000	\$5,339,325
FY 20	\$ 215,000	\$ 58,170	0	\$4,564,068
FY 19	\$1,371,271	\$ 66,482	0	\$4,290,899
FY 18	\$ 219,000	\$ 38,983	\$1,000,000	\$2,853,146
FY 17	\$ 620,457	\$ 23,886	\$ 0	\$3,595,163
FY 16	\$1,358,313	\$ 18,123	\$ 800,000	\$2,950,820
FY 15	\$ 333,081	\$ 12,247	\$1,150,000	\$2,374,384
FY 14	\$ 955,500	\$ 6,943	\$ 488,074	\$3,179,055
FY 13	\$ 0	\$ 7,057	\$ 955,500	\$2,061,481
FY 12	\$ 917,333	\$ 8,129	\$ 0	\$3,009,925

Trend: The November 2018 special town meeting voted to transfer \$1,000,000 in free cash to the Stabilization Fund to replenish it for Storm Riley emergency expenses in March 2018. The April 2019 annual town meeting voted to transfer any excess levy into the fund which amounted

to \$215,000. A similar vote was passed for FY 2021-24. In the past ten years, an additional \$5.1M has been added to the Stabilization Fund by this method.

## 12. Capital Stabilization Fund

Created at the November 2012 Special Town Meeting, the intent of the fund is to allocate monies for larger capital acquisitions or costs that cannot be absorbed in any one given fiscal year. This will help create stability over time with the intent of avoiding debt spikes. FY 14 marked the first time that the Town allocated a portion of the Town’s tax levy (\$100,000) toward capital. The November 2016 special town meeting voted to transfer the \$487,000 in investment earnings generated from the bond funding the three major building projects into the Capital Stabilization Fund for future use. The November 16, 2020 special town meeting voted to transfer \$454,232 in FEMA proceeds received in FY20 to the capital stabilization fund towards the Town’s 25% share of an estimated \$20M in foreshore repairs subsidized by FEMA. The October 16, 2023 voted an additional \$500,000 for future capital costs.

	<b>Appropriated</b>	<b>Interest</b>	<b>Expended</b>	<b>Balance 6/30</b>
FY 24	\$ 500,000	\$ 834		
FY 23	\$ 0	\$ 4,447	\$ 0	\$ 144,952
FY 22	\$ 0	\$ 1,245	\$351,935	\$ 140,505
FY 21	\$ 454,232	\$ 810	\$ 0	\$ 491,195
FY 20	\$ 0	\$ 2,567	\$188,000	\$ 36,154
FY 19	\$ 146,000	\$ 4,974	\$291,000	\$ 221,586
FY 18	\$ 63,776	\$ 6,200	\$446,457	\$ 361,613
FY 17	\$ 650,776	\$ 2,694	\$225,000	\$ 738,094
FY 16	\$ 213,776	\$ 1,777	\$830,000	\$ 309,624
FY 15	\$ 738,776	\$ 3,227	\$147,335	\$ 924,070
FY 14	\$ 639,000	\$ 399	\$410,000	\$ 329,402
FY 13	\$ 100,000	\$ 4	\$ 0	\$ 100,004

To date, the allocations to the fund include the following purposes:

	<b>Amount</b>	<b>Purpose</b>
FY 23	\$500,000	For future capital costs
FY 21	\$454,232	FEMA subsidized repairs to foreshore structures
FY 19	\$ 96,000	Future debt service
	\$ 50,000	Replace ambulance
FY 18	\$100,000	Replace fire pumper
	\$ 63,776	Future debt service
FY 17	\$487,000	Future debt service
	\$ 63,776	Future debt service
FY 16	\$163,776	Future debt service
	\$ 50,000	Replacement of 1986 loader
FY 15	\$ 75,000	Repairs to Humarock fire station

	\$ 50,000	Replace community turf field
	\$ 50,000	Replacement of an ambulance
	\$163,776	Future debt service
	\$400,000	Future debt service
FY 14	\$375,000	Fire apparatus
	\$129,000	Foreshore protection
	\$35,000	Voting machines
	\$100,000	Future debt service
FY 13	\$100,000	Establish fund

### 13. Reserve Fund

	<b>Budgeted</b>	<b>Expenditures</b>	<b>Variance</b>
FY 25 (Est)	\$75,000		
FY 24	\$75,000	\$ 0	
FY 23	\$75,000	\$ 71,674	\$ 3,326
FY 22	\$75,000	\$ 74,245	\$ 755
FY 21	\$75,000	\$ 39,033	\$35,967
FY 20	\$75,000	\$ 33,973	\$41,027
FY 19	\$75,000	\$ 17,000	\$58,000
FY 18	\$75,000	\$ 0	\$75,000
FY 17	\$90,000	\$ 55,791	\$34,209
FY 16	\$90,000	\$ 0	\$90,000
FY 15	\$90,000	\$ 17,000	\$73,000
FY 14	\$90,000	\$ 27,681	\$62,319
FY 13	\$90,000	\$ 6,837	\$83,163

Trend: The Reserve Fund is for emergency or unforeseen events with expenditures voted by the Advisory Committee. Our Reserve Fund is significantly lower than most communities. Having a surplus balance each year is an indicator of tight budget oversight and internal controls. The fund was reduced for FY 18 to \$75,000 to reflect the positive budget management that had resulted in fewer occasions to draw upon it.

### 14. Allowance for Abatements/Exemptions (Overlay)

The allowance for abatements and exemptions for FY 2025 will be approximately **\$300,000**.

	<u>Estimated</u>	<u>Raised</u>	<u>Actual</u>
FY 25	\$310,000		
FY 24*	\$300,000	\$306,554	
FY 23	\$300,000	\$300,000	\$251,966
FY 22	\$275,000	\$276,609	\$231,541
FY 21	\$250,000	\$261,477	\$210,043
FY 20	\$250,000	\$231,767	\$237,708
FY 19*	\$250,000	\$250,000	\$179,680
FY 18	\$250,000	\$249,617	\$142,793
FY 17	\$250,000	\$250,001	\$164,327
FY 16	\$275,000	\$275,943	\$130,621

FY 15*	\$275,000	\$275,000	\$206,682
FY 14	\$220,000	\$220,000	\$117,559
FY 13	\$220,000	\$219,170	\$144,949
FY 12 *	\$250,000	\$250,000	\$249,524

Trend: Exemption asset and income limit thresholds were increased which has led to an increase in exemptions which will be supported fully by the Town.

\* Revaluation year

### 15. Maturing Debt and Interest (excluded Enterprise Fund Debt)

The FY 23 General Fund Debt includes debt service for the four debt exclusion building projects of the middle school, public safety complex, library renovation and the new senior center/Veterans Memorial Gym rehabilitation.

#### General Fund Debt

	<b>Budget</b>	<b>Actual</b>	<b>Debt Exclusion</b>
FY25 Est	7,944,141		\$5,686,322
FY24	7,979,309		\$5,971,195
FY23	8,111,167	8,067,746	\$6,103,343
FY22	8,417,125	8,414,203	\$6,406,302
FY21	7,513,308	7,347,078	\$5,828,298
FY20	7,672,717	7,591,437	\$6,034,828
FY19	7,531,579	7,213,354	\$ 6,597,697
FY18	7,589,131	7,539,537	\$ 6,676,211
FY17	7,715,806	7,709,326	\$ 6,824,558
FY16	7,318,537	7,317,890	\$ 5,806,818
FY15	2,365,652	2,340,386	\$ 873,230
FY14	2,362,633	2,352,134	\$ 909,771
FY13	2,047,600	2,030,758	\$ 913,561
FY12	2,055,490	2,054,055	\$ 928,401

Trend: The Town’s bond rating AA+ was affirmed in October 2022. Because of multi-million dollar building projects, General Fund debt requests have been closely monitored and reduced to the extent possible. The FY25 debt estimate is based on the exiting schedules, projected needs and estimated impact of November 2023 bond issue.

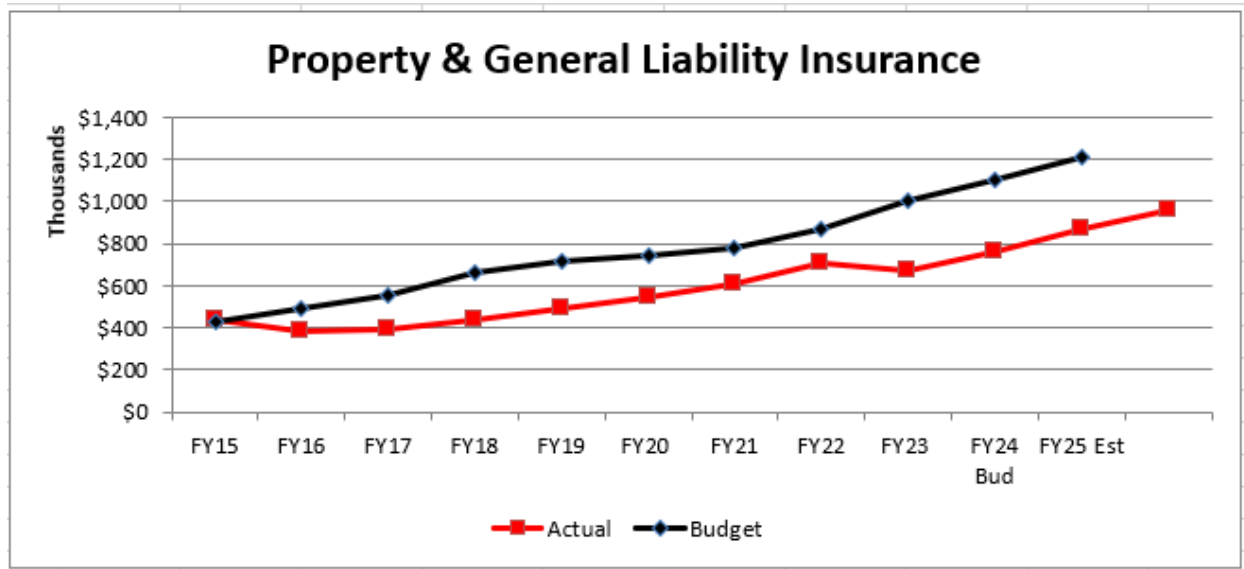
### 16. Capital Improvement Plan (CIP)

The Town’s five-year rolling capital improvement plan requires a continuous commitment and investment of town funds for scheduled maintenance and replacement of equipment, facility maintenance and larger municipal projects. The Town’s financial policies state that officials endeavor to allocate 2% of the Town’s net operating fund revenue to the CIP from taxation. Some communities allocate as much as 8-10% annually. As we have seen, delaying capital results in higher costs over time. The Capital Stabilization Fund provides a mechanism to address the Town’s overwhelming general fund capital needs. The \$100,000 raised by taxation is not recommended to support the capital plan and neither the funds from meals tax receipts.

## 17. General Liability/Property Insurance

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
FY25 Est	1,209,979		
FY24 Bud	1,099,981	899,735	As of 10/19/23
FY23	999,983	958,519	41,464
FY22	869,214	867,934	1,560
FY21	780,204	763,050	17,154
FY20	743,052	673,545	69,507
FY19	718,486	709,796	8,690
FY18	661,373	609,508	59,365
FY17	552,450	544,216	8,234
FY16	492,000	489,681	2,319
FY15	430,000	439,084	(9,084)

Trend: Our current provider does not provide rate renewal information until March thus making estimates difficult. The Town is eligible for prepayment discounts, premium discounts and credits for safety and other training initiatives it undertakes, and that resulted in a \$47,963 reduction of premium in FY 23. The FY23 renewal reflected the market's volatility with reinsurance resulting in a 10% increase. The Town has maintained flood insurance on the Scituate Harbor Community Building, the Harbormaster's Office and Sand Hills sewer pump station in addition to cyber insurance. The Town has moved some of its policies to other providers based on better pricing. The FY25 estimate is 10% in addition to the FY24 amount.



### PROGRAM ASSUMPTIONS:

Programs, services and staffing should be able to be maintained at current levels for FY 25. However, increases in fixed costs including; pension assessment, health insurance, general liability and property insurance, OPEB and debt service will continue to constrain discretionary budget allocations.

The availability of funds, prior year identified needs and priorities established by department heads and management performance will also be considered. The Town-side focus this year will be on public building maintenance and facilities as well as continuing staffing and capital needs while still dealing with the uncertainties of the ongoing COVID-19 pandemic.

Long-range budget and strategic planning substantiated by established goals and objectives will continue to guide us and has served us well the during the recent uncertain economic times.

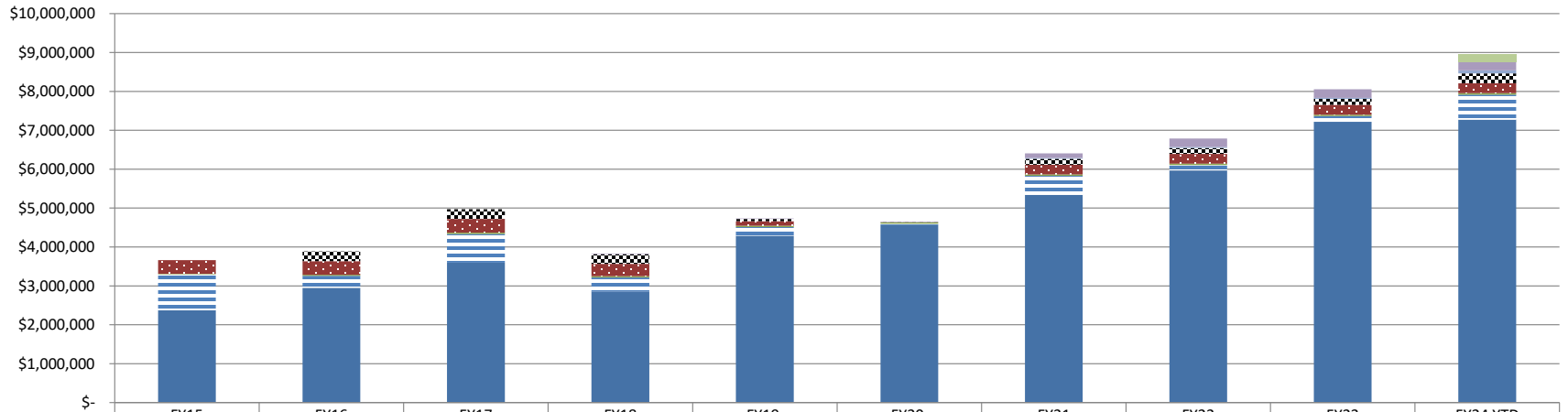
PAV;9/09  
Updated: 10/10  
Updated:10/11  
Updated 12/12  
Updated 12/13  
Updated 10/14  
Updated 12/15  
Updated 12/16  
Updated 11/17  
Updated 10/18  
Updated 09/19  
Updated 01/21  
Updated 11/21  
Updated 10/22  
Updated 10/23

Data provided by:

Nancy Holt, Finance Director/Town Accountant  
Pam Avitabile, Treasurer/Collector  
Joe DiVito, Director of Assessing  
Thomas Raab, Director of School Finance & Business

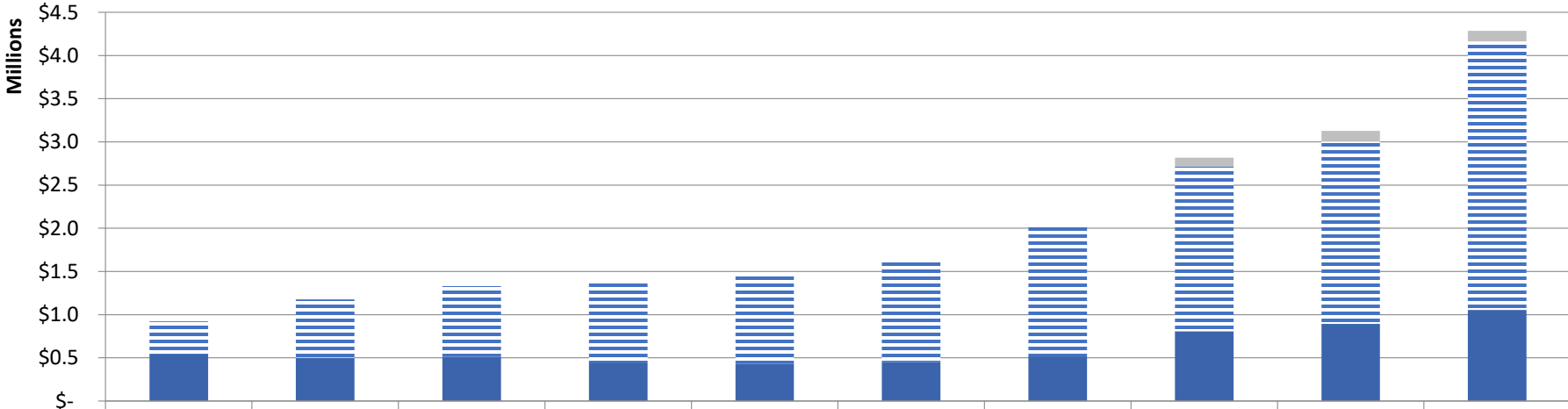


### Scituate Stabilization Funds



	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24 YTD
PFAS Stabilization Fund										\$-
Opioid Stabilization Fund										\$204,383
Widows Walk Capital Stabilization Fund				\$15,006	\$15,104	\$15,194	\$115,369	\$215,509	\$219,143	\$219,858
Waterways Capital Stabilization Fund							\$-	\$-	\$-	\$-
Transfer Station Capital Stabilization Fund							\$25,033	\$25,053	\$25,476	\$75,559
Water Enterprise Capital Stabilization Fund		\$250,575	\$251,591	\$252,969	\$54,318	\$641	\$150,841	\$150,962	\$153,507	\$254,008
Sewer Enterprise Capital Stabilization Fund	\$350,446	\$351,570	\$352,746	\$316,202	\$117,962	\$566	\$250,898	\$251,100	\$255,333	\$256,166
Economic Development Stabilization Fund	\$13,540	\$23,619	\$33,722	\$33,888	\$34,108	\$34,311	\$34,409	\$34,437	\$35,364	\$35,615
Capital Stabilization Fund	\$924,071	\$309,624	\$738,094	\$361,613	\$221,586	\$36,154	\$491,195	\$140,505	\$144,952	\$645,787
Stabilization Fund	\$2,374,384	\$2,950,820	\$3,595,163	\$2,853,146	\$4,290,899	\$4,564,068	\$5,339,325	\$5,969,191	\$7,219,590	\$7,272,646

### Scituate Other Reserve Funds



	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24 YTD
SPED Reserve Fund								\$100,047	\$122,280	\$122,757
OPEB Liability	\$386,515	\$675,923	\$820,135	\$924,837	\$1,044,773	\$1,161,484	\$1,507,842	\$1,907,393	\$2,114,108	\$3,108,132
Workers Compensation	\$536,861	\$501,780	\$510,882	\$445,621	\$429,169	\$450,818	\$516,619	\$808,243	\$891,687	\$1,054,537

<b>YEAR</b>	<b>TAX RATE</b>	<b>REVAL YEAR</b>
1980	\$91.00	
1981	\$95.00	
1982	\$25.90	
1983	\$24.90	
1984	\$24.90	
<b>1985</b>	<b>\$18.90</b>	<b>REVAL</b>
1986	\$18.68	
1987	\$19.78	
<b>1988</b>	<b>\$10.01</b>	<b>REVAL</b>
1989	\$10.27	
1990	\$10.57	
<b>1991</b>	<b>\$11.09</b>	<b>REVAL</b>
1992	\$12.54	
1993	\$12.97	
<b>1994</b>	<b>\$14.50</b>	<b>REVAL</b>
1995	\$14.93	
1996	\$15.33	
<b>1997</b>	<b>\$14.80</b>	<b>REVAL</b>
1998	\$15.19	
1999	\$15.87	
<b>2000</b>	<b>\$13.85</b>	<b>REVAL</b>
2001	\$14.70	
2002	\$15.31	
<b>2003</b>	<b>\$ 9.38</b>	<b>REVAL</b>
2004	\$10.00	
2005	\$ 9.48	
<b>2006</b>	<b>\$ 8.16</b>	<b>REVAL</b>
2007	\$ 8.31	
2008	\$ 9.22	
<b>2009</b>	<b>\$ 9.68</b>	<b>REVAL</b>
2010	\$10.56	
2011	\$11.25	
<b>2012</b>	<b>\$12.34</b>	<b>REVAL</b>
2013	\$12.72	
2014	\$13.05	
<b>2015</b>	<b>\$13.10</b>	<b>REVAL</b>
2016	\$14.14	
2017	\$14.09	
2018	\$13.95	
<b>2019</b>	<b>\$13.74</b>	<b>REVAL</b>
2020	\$13.50	
2021	\$13.33	
2022	\$12.62	
2023	\$11.13	

## Average Single Family Taxes

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Rank	10 Year Change	Rank
<b>Abington</b>													
Average Single Family Value	281,104	295,431	302,281	322,489	343,041	363,439	384,887	394,804	454,000	497,978			
Single Family Tax Bill*	4,832	5,022	5,420	5,918	6,113	6,320	6,543	6,506	6,910	7,076	7	\$2,244	8
Rank**	122	124	114	102	102	99	97	103	113	119		46.4%	
<b>Cohasset</b>													
Average Single Family Value	860,205	874,408	891,548	911,300	959,731	978,800	1,005,283	1,030,256	1,102,52	1,218,66			
Single Family Tax Bill*	10,787	11,114	11,483	11,902	12,275	12,627	13,039	13,435	13,848	14,380	1	\$3,593	1
Rank**	11	12	13	14	13	12	12	13	17	18		33.3%	
<b>Duxbury</b>													
Average Single Family Value	568,428	609,240	626,629	639,897	680,240	727,031	746,441	777,577	893,003	1,091,24			
Single Family Tax Bill*	9,180	9,504	9,744	9,925	10,312	10,673	10,943	11,259	11,466	11,665	3	\$2,485	5
Rank**	22	22	22	24	24	22	21	22	27	30		27.1%	
<b>Hanover</b>													
Average Single Family Value	413,681	435,797	449,649	473,071	491,543	509,802	535,340	543,785	593,179	678,719			
Single Family Tax Bill*	6,706	7,038	7,581	7,815	8,002	8,366	8,731	8,880	9,046	9,156	5	\$2,450	6
Rank**	53	50	48	48	49	46	44	45	57	58		36.5%	
<b>Hingham</b>													
Average Single Family Value	655,135	692,686	720,643	749,953	806,181	826,745	866,222	877,550	927,623	1,117,65			
Single Family Tax Bill*	8,228	8,679	9,001	9,187	9,489	9,764	9,988	10,355	10,723	11,177	4	\$2,949	3
Rank**	33	31	30	34	32	31	29	29	35	35		35.8%	
<b>Hull</b>													
Average Single Family Value	361,398	369,506	397,307	399,412	417,731	445,524	472,929	505,005	537,568	573,792			
Single Family Tax Bill*	5,013	5,151	5,356	5,480	5,606	5,814	6,063	6,403	6,741	6,983	9	\$1,970	11
Rank**	114	117	118	122	124	124	117	106	119	122		39.3%	
<b>Marshfield</b>													
Average Single Family Value	376,403	386,705	390,060	408,751	433,731	445,983	461,933	489,200	521,110	618,840			
Single Family Tax Bill*	5,002	5,139	5,414	5,608	5,799	5,967	6,158	6,453	6,748	7,005	8	\$2,003	10
Rank**	116	118	116	113	115	115	111	104	117	121		40.0%	
<b>Norwell</b>													
Average Single Family Value	538,677	556,544	575,440	598,076	623,791	640,212	650,268	650,268	707,105	798,053			
Single Family Tax Bill*	8,818	9,183	9,495	9,838	10,193	10,499	10,814	10,814	11,752	12,202	2	\$3,384	2
Rank**	25	26	26	26	25	23	22	21	25	25		38.4%	
<b>Pembroke</b>													
Average Single Family Value	322,929	333,432	345,620	358,941	373,676	394,650	412,646	423,105	451,778	536,695			
Single Family Tax Bill*	4,744	4,915	5,274	5,420	5,564	5,762	5,979	6,169	6,393	6,827	10	\$2,083	9
Rank**	129	134	123	125	130	129	122	123	138	127		43.9%	
<b>Rockland</b>													
Average Single Family Value	248,500	254,487	272,695	283,636	298,661	318,194	333,884	350,484	389,031	446,931			
Single Family Tax Bill*	4,557	4,843	5,042	5,242	5,442	5,702	5,843	6,056	6,516	6,802	11	\$2,245	7
Rank**	145	138	136	135	136	132	135	128	130	131		49.3%	
<b>Scituate</b>													
Average Single Family Value	480,342	492,691	508,637	531,954	553,095	576,038	601,671	631,254	695,958	822,087			
Single Family Tax Bill*	6,268	6,454	7,192	7,495	7,716	7,915	8,123	8,415	8,783	9,150	6	\$2,882	4
Rank**	62	64	53	52	53	52	52	51	58	59		46.0%	

\*Does not apply to residential exemption communities (none of the above qualify).

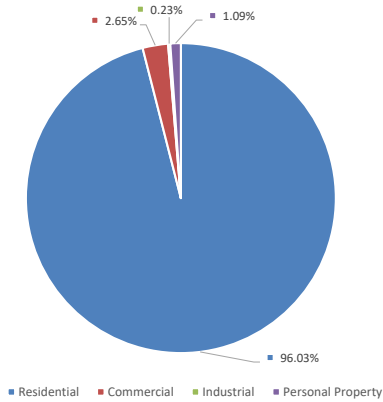
\*\*2023 Statewide Rank cannot be set until all 2023 tax rates are set

Source: Department of Revenue Division of Local Services

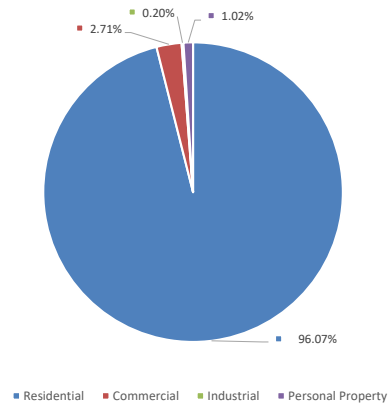
**Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates**  
**Last Ten Years**

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Total Direct Rate	Total Town Value
2014	\$ 3,654,706,380	\$ 13.05	\$ 125,105,420	\$ 9,112,700	\$ 37,686,890	\$ 171,905,010	\$ 13.05	4.49%	\$ 13.05	\$ 3,826,611,390
2015	\$ 3,763,130,865	\$ 13.10	\$ 125,426,835	\$ 12,415,000	\$ 41,124,550	\$ 178,966,385	\$ 13.10	4.54%	\$ 13.10	\$ 3,942,097,250
2016	\$ 3,901,948,229	\$ 14.14	\$ 126,200,871	\$ 12,415,000	\$ 41,692,030	\$ 180,307,901	\$ 14.14	4.42%	\$ 14.14	\$ 4,082,256,130
2017	\$ 4,091,047,873	\$ 14.09	\$ 126,931,317	\$ 12,397,200	\$ 44,743,570	\$ 184,072,087	\$ 14.09	4.31%	\$ 14.09	\$ 4,275,119,960
2018	\$ 4,258,651,412	\$ 13.95	\$ 127,874,848	\$ 12,738,600	\$ 44,453,220	\$ 185,066,668	\$ 13.95	4.16%	\$ 13.95	\$ 4,443,718,080
2019	\$ 4,450,617,970	\$ 13.74	\$ 140,706,810	\$ 12,877,900	\$ 46,501,060	\$ 200,085,770	\$ 13.74	4.30%	\$ 13.74	\$ 4,650,703,740
2020	\$ 4,667,591,742	\$ 13.50	\$ 144,427,298	\$ 12,411,000	\$ 50,621,640	\$ 207,459,938	\$ 13.50	4.26%	\$ 13.50	\$ 4,875,051,680
2021	\$ 4,937,276,419	\$ 13.33	\$ 145,311,611	\$ 12,457,100	\$ 51,283,890	\$ 209,052,601	\$ 13.33	4.06%	\$ 13.33	\$ 5,146,329,020
2022	\$ 5,498,185,864	\$ 12.62	\$ 151,800,156	\$ 13,187,000	\$ 62,396,440	\$ 227,383,596	\$ 12.62	3.97%	\$ 12.62	\$ 5,725,569,460
2023	\$ 6,564,963,819	\$ 11.13	\$ 184,857,681	\$ 13,735,900	\$ 70,001,050	\$ 268,594,631	\$ 11.13	3.93%	\$ 11.13	\$ 6,833,558,450

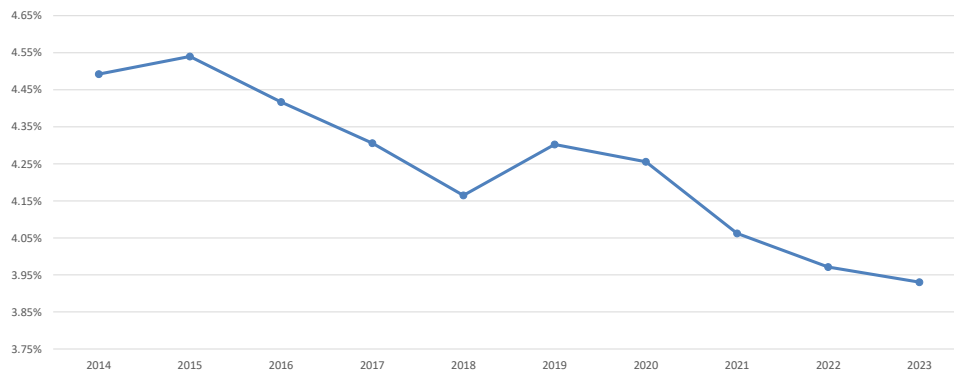
Total Assessed Value by Classification  
Year Ended June 30, 2022



Total Assessed Value by Classification  
Year Ended June 30, 2023



Commercial Value as % of Total Value



**Property Tax Levies and Collections**

**Last Ten Years**

Year	Total Tax Levy	Less Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2014	\$ 49,937,279	\$ 114,882	\$ 49,822,397	99.77%	\$ 49,062,343	98.47%	\$ 466,414	\$ 49,528,757	99.41%
2015	\$ 51,671,474	\$ 112,627	\$ 51,558,847	99.78%	\$ 50,540,571	98.03%	\$ 449,730	\$ 50,990,302	98.90%
2016	\$ 57,723,102	\$ 275,943	\$ 57,447,159	99.52%	\$ 56,591,303	98.51%	\$ 593,284	\$ 57,184,587	99.54%
2017	\$ 60,236,440	\$ 250,001	\$ 59,986,439	99.58%	\$ 59,115,718	98.55%	\$ 588,392	\$ 59,704,110	99.53%
2018	\$ 61,989,867	\$ 249,617	\$ 61,740,250	99.60%	\$ 60,833,576	98.53%	\$ 599,866	\$ 61,433,442	99.50%
2019	\$ 63,900,669	\$ 250,000	\$ 63,650,669	99.61%	\$ 62,883,787	98.80%	\$ 485,286	\$ 63,369,073	99.56%
2020	\$ 65,813,198	\$ 231,767	\$ 65,581,431	99.65%	\$ 64,404,855	98.21%	\$ 706,247	\$ 65,111,102	99.28%
2021	\$ 68,600,566	\$ 261,477	\$ 68,339,089	99.62%	\$ 67,903,898	99.36%	\$ 383,077	\$ 68,286,975	99.92%
2022	\$ 72,256,687	\$ 276,609	\$ 71,980,078	99.62%	\$ 71,274,795	99.02%	\$ 391,516	\$ 71,666,311	99.56%
2023	\$ 76,057,506	\$ 300,001	\$ 75,757,505	99.61%	\$ 75,088,834	99.12%	\$ 0	\$ 75,088,834	99.12%

Real Estate Tax Levies vs. First Year Collections  
Last Ten Years



## Explanation of Bond Ratings and What They Mean

Moody's Investor Services Ratings	Standard & Poor's Service Rating	Scituate's Historical Rating	<p><b>In June 2015, the Town of Scituate's AA+ bond rating was affirmed by Standard &amp; Poor's with a stable outlook. Standard &amp; Poor's cited that the Town had a very strong economy, strong budgetary performance resulting in operational surpluses, strong budget flexibility with both strong management and institutional framework with financial policies in place.</b></p>
			An obligor rated <b>AAA</b> has extremely strong capacity to meet its financial commitments. Bonds are of the highest quality. They carry the smallest degree of investment and offer investors the lowest yields. Interest payments are protected by a large or by an exceptionally stable margin and principal is secure.
Aaa	AAA		
Aa1	AA+	2012-2015	
Aa2	AA	2011	
Aa3	AA-	2003-2010	
			An obligor rated <b>AA</b> has very strong capacity to meet its financial commitments. It differs from the highest rated only to a small degree. Bonds are of a high quality by all standards. They are rated lower than AA bonds because margins of protection may not be as large or fluctuation of protective elements may be of greater amplitude or there may be other elements that make the long-term risk appear somewhat greater.
A1	A+		
A2	A		
A3	A-		
			An obligor rated <b>A</b> has strong capacity to meet its financial commitments. Bonds Posses many favorable investment attributes and are considered upper medium-grade. Factors given security to principal and interest are considered adequate, but elements may be present which suggest a susceotability to impairment some time in the future.
Baa1	BBB+		
Baa2	BBB		
Baa3	BBB-		
			An obligor rated <b>BBB</b> has adequate capacity to meet its financial commitments. Bonds are considered a medium grade. The interest payments and principal security appear adequate for the present but certain protective elements may be lacking or maybe unreliable over any great length of time. Such bonds lack outstanding investment characteristics.
Ba1	BB+		
Ba2	BB		
Ba3	BB-		
			An obligor rated <b>BB</b> is less vulnerable in the neat term than other lower-rated obligors,. However, it faces major ongoing uncertainties and exposure to adverse business, financial, or economic condistions, which could lead to inadequate capacity to meet its financial commitments. Uncertainty of position characterizes the bonds in this class.
B1	B+		
B2	B		
B3	B-		
			An obligor rated <b>CCC</b> is currently vulnerable, and is dependent upon favorable business, financial, and economic conditions to meet its financial commitments. Bonds are of poor standing.
Caa	CCC		
Ca	CC		
			An obligor rated <b>CC</b> is currently highly vulnerable. Such issues are often in default or have other marked shortcomings
C	C		
			An obligor rated <b>C</b> is highly vulnerable. This is the lowest class of bonds, and issues so rated can be regarded as having extremely poor prospects of ever attaining any real investment standing.

## **TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: 123 ADMINISTRATION**

### **MISSION STATEMENT:**

The Office of the Town Administrator serves the public in a professional and efficient manner while working collaboratively with all municipal employees. Operational and administrative duties include managing daily office functions, investigating and resolving problems and implementing policies and procedures with residents, municipal employees, elected officials, and board and committee members.

### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

#### **GOAL 1. Town Administrator and Select Board Support**

1. Serve as front person for all visitors and municipal employees.
2. Determine tasks to assume that will alleviate the burden on the Town Administrator.
3. Initiate problem resolution with residents and staff, as appropriate.
4. Manage the Town Administrator schedule.
5. Support the Office of the Select Board with daily support to include; resident assistance, help with meeting preparation, problem resolution, research of issues, and office/meeting coverage.
6. Support part time administrative staff . Ongoing
7. Assist in implementation of Permit Eyes to bring license permitting online. 2QFY24

#### **GOAL 2: Manage General Liability Insurance programs, coverage, and services**

1. Review FY24 General Property and Liability coverage with Insurance Provider (MIIA) and Town Administrator 2QFY24
2. Manage all general property and auto claims. Ongoing
3. Host MIIA Safety meetings with Department Heads and MIIA Risk Manager. Quarterly
4. Oversee the grant program and encourage Departments to participate. Ongoing
5. Review statement of values and fleet inventory for Workers Compensation renewal. 2QFY24
6. Process annual renewals of flood insured properties. Ongoing

#### **GOAL 3: Organization of documents and records disposal**

1. Continue to identify documents for archival and disposal as per the Record Retention Schedule. Ongoing
2. Organize documents and streamline filing systems for Town Administrator Office. As needed
3. Assist Select Board Office with organizational initiatives. Ongoing



## MAJOR BUDGET COMPONENTS

Personal Services: Salaries, Longevity, Part time, other	41%
Purchase of Services: Support staffing and training, technical services, Conferences/meetings, binding and printing, legal advertising, mileage reimbursement, professional dues.	23%
Town Counsel: legal, litigation	14%
Labor Counsel	21%
Materials and Supplies	1%

## FY 2025 RISKS AND CHALLENGES

Our office serves as the hub for many residents who are unsure of where to go for service. We continue to support our visitors, guiding them to appropriate resources and answering any questions they might have. We continue to receive many requests for special events, block parties, outdoor entertainment, film permits and private function reservations for the Scituate Maritime Center and Scituate Harbor Community Building. Managing these events has become a huge part of daily activities. In addition, we continue to respond to numerous resident inquiries, research issues, fulfill public records requests, and support all municipal employees. The ability to prioritize and multi-task can be a challenge, but is critical in this busy office.

In addition, this office manages numerous property and auto insurance claims as well as claims resulting from storm damage. As part of this process, we organize quarterly safety meetings with MIIA and all Department heads to look for ways to minimize risk, take advantage of annual MIIA grant opportunities, and reduce insurance premiums.

Communication to residents continues to be a priority and we strive to provide accurate, timely and thorough information to residents on town issues and projects on both the website and facebook page. The weekly video updates with the Town Administrator, Select Board, and Superintendent provide a comprehensive update to include all relevant town information including project updates, upcoming events, and school updates from the Superintendent.

## DEPARTMENTAL ACCOMPLISHMENTS

1. Served as the initial point of contact for all residents and municipal employees in the Office of the Town Administrator.
2. Facilitated schedules, correspondence and directives of the Town Administrator and five-member Select Board.
3. Collaborated with Select Board Office in all areas to include assistance with meeting preparation, license changes and renewals, Board and Committee website training, and rentals for Scituate Maritime Center and Scituate Harbor Community Building.

4. Assisted in the preparation of the FY25 Operating Budget books in a timely manner.
5. Managed the Annual Town Report from edit to print.
6. Reviewed Property and General Liability Insurance to include review of buildings and vehicle fleet to ensure accuracy.
7. Renewal of Stop Loss Insurance for Workers Compensation to include payroll data, building, and vehicle fleet information.
8. Managed all claims for general property and auto liability working with residents and employees and MIIA to successfully resolve.
9. Prepared Select Board motion books for Special and Annual Town Meetings.
10. Managed the public records request process to respond within mandated timeframe.
11. Served as the Town liaison for the Scituate Harbor Cultural District; attended meetings, posted agendas, and recorded minutes.
12. Managed Memorial Bench requests, working with resident and vendor to insure smooth installation.
13. Provided training and support to part time Administrative Assistant on all issues relative to the TA/BOS Offices.
14. Covered Select Board meetings as necessary when Executive Assistant was unavailable.
15. Updated website and Facebook with relevant posts in a timely manner.
16. Successfully resolved citizen concerns/questions/complaints received via phone, email, in office visits or US mail as well as staff inquiries/issues.

<b>DESCRIPTION OF REVENUE</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 YTD</b>	<b>FY25 Projected</b>
Rentals – Towers, Go Green	\$299,573	\$338,823	\$85,020	\$340,000
Photocopy, Public Records Fees	\$2,610	\$1,407	\$0*	\$100

\*Special Event Fees were allocated to “other licenses” which will be reflected in Select Board Revenue.

## TOWN OF SCITUATE

**FY 25 BUDGET**

**DEPARTMENT: Select Board Office**

### **MISSION STATEMENT:**

To oversee the efficient and orderly operation of the Select Board's office and perform all administrative duties of the board and serve as a link between the Select Board and the residents of the Town of Scituate to insure the delivery of high-quality services.

### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

#### **GOAL 1: Update & revise Board & Committee Handbook**

1. Review existing Board & Committee Handbook and identify areas to update. CP 1QFY24
2. Revise & update the Board & Committee Handbook CP 2QFY24
3. Send to printer for 100 copies of Handbook & post update on Select Board web page **In Progress**
4. Email link to Board & Committee Chairs, Department Heads & Select Board 2QFY24

#### **GOAL 2: Review & recommend updates for Select Board Policy Book**

1. Review existing Select Board policies. 1QFY24 Completed
2. Work with Karen Canfield to review Select Board policies that require updates. 2QFY24
3. Rewrite and revise policies and present to the Select Board for review & approval. 4QFY24
4. Complete review, revise Select Board policies and post online. 1Q2025

#### **GOAL 3: Permitting/Licensing System – PermitEyes Full Circle Technologies**

1. TA & SB Office Work with IT to discuss implementation for permitting/licensing system for TA/SB offices licenses CP 4QFY23
2. Define all applications/processes for permitting/licensing system. CP 1QFY24
3. Update all business information in our records/spreadsheet. CP 2QFY24
4. Beta Test all applications & processes with Go Live date 10/23/2023. **In Progress** 2QFY24
5. Notify all businesses of implementation for annual license renewal process. 2QFY24
6. Implementation 2QFY24

#### **GOAL 4: Archive files in Select Board Office**

1. Review existing Select Board Office files to be archived or destroyed 2QFY24.
2. Work with Administrative Assistant to determine archive and retention periods. Complete the archive process working with Town Clerk and Archivist. 2QFY24 – 1QFY25

#### **GOAL 5: Update Select Board Office Chronological Responsibilities & Document Processes to Accomplish**

1. Review existing Select Board Office Monthly Chronological responsibilities 2QFY24.
2. Work with Administrative Assistant to determine archive and retention periods. Complete the archive process working with Town Clerk and Archivist. 2QFY24 – 1QFY25

## MAJOR BUDGET COMPONENTS

Personal Services: Salaries, Longevity, Part time, other	41%
Purchase of Services: Support staffing and training, technical services, conferences/meetings, binding and printing, legal advertising, mileage reimbursement, professional dues.	23%
Town Counsel: legal services, litigation	14%
Labor Counsel: contract bargaining	21%
Materials and Supplies	1%

## FY 25 RISKS AND CHALLENGES

- The greatest risk to the budget is the unpredictability of legal and litigation fees. It is not known in advance what cases may arise or be resolved for the next fiscal year.
- Time management is a challenge in the Select Board's office with residents stopping in, phone calls, US mail and emails. Providing excellent customer service to residents is a major component of this position which at times impedes timely attention to other office duties.
- The manual nature of the work in the Select Board's office is very challenging with the time constraints. We will be continuing our work to document, streamline and mechanize manual processes in FY25 using existing software programs available to us.
- Turnover with the Administrative Assistant position is high with the salary, 2-week vacation time, busy pace of the office and high amount of work. It is a demanding part time job and challenging to retain good people.

## DEPARTMENTAL ACCOMPLISHMENTS FY24 YTD

- **Implemented ABCC online licensing system for Town of Scituate.** Trained Administrative Assistant. Process all alcohol licenses online currently with exception of annual renewals which is still a manual process at the request of the ABCC.
- Updated documents/processes/printing/website/Facebook from **Board of Selectmen to Select Board.**
- Coordinated and implemented **Employee Recognition Awards** & Ceremony to recognize day of anniversary.
- Composed all requests for **proclamations and resolutions** by the Public, TA and Select Board.
- Organize & manage individuals utilizing the **Senior Tax Work program for Town of Scituate.**
- Maintain and update Select Board **website page with all changes** in a timely manner.
- Successfully **managed all pole petitions, sewer abatements, and sewer deferrals.**
- Managed all **annual appointments** for Boards and Committees.
- Managed all FY23/24 **Town building rentals** SMC 134 bookings & SHCB 359 bookings with Administrative Assistant.
- Managed all **COVID-19 communication** with Boards & Committees meetings as well as all holders of liquor licenses for extension of premises.
- Managed **all license changes for the Town of Scituate** and annual license renewals with Administrative Assistant.
- **Facilitated schedules, correspondence and directives** of the five-member Select Board.
- Managed all **Select Board meetings, organizing agendas and schedules.**
- Prepared and posted **minutes in a timely manner** for all Select Board meetings.

- Ongoing **training of new Administrative Assistant** in TA/SB Office Jennifer Geoghegan
- Successfully **resolved employee & citizen concerns/questions/complaints received approximately 6,500 Phone calls, approximately 340 in office visits** and processed all US mail/FEDEX/UPS. **Reviewed and responded as appropriate to 38,091 emails** and Administrative Assistant had 3,229 emails from October 6, 2022-October 5, 2023 .
- **Manage Communications for Town of Scituate via Facebook and Town of Scituate Website**
  - **Manage Town of Scituate Facebook page & updates with TA Assistant. Increased followers by 5.3%** on Town of Scituate Facebook page increased followers to 5403 from 5131 (72.4% women & 27.6% men) by inviting to subscribe feature.
  - **Manage updates to Town of Scituate Website with TA Assistant** for communications in a timely manner. Update Town of Scituate website communications on behalf of all departments. **Increased website subscribers 4.11% from 4,571 to 4,759** by encouraging and assisting subscribe to news with residents.
  - Worked with IT department to facilitate **Board and Committee access to update Town of Scituate website** with their agenda’s, minutes, etc. continue to work on this with all town Boards.
  - **Improved Board & Committee use of Event Calendar** to post all upcoming Meetings and events and continue to work with all departments and town Boards so public will be informed.

<b>DESCRIPTION OF REVENUE</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 YTD</b>	<b>FY25 Projected</b>	<b>Comments</b>
Alcohol Licenses	\$46,791	\$49,025	\$1,500	\$46,000	
Other Licenses	\$4,935	*\$ 8,145	\$ 495	\$ 5,000	* includes special events



## Town of Scituate Request for Personnel Change FY25 Budget Cycle

Please submit this form if you are seeking an increase in hours for existing personnel in your department. One form should be submitted for each change requested.

Change in hours from 26 /week to 35 /week

Employee Name Jennifer Geoghegan

Position SB/TA Administrative Assistant

Hourly Rate 23.14

Budget Impact \$10,871 rate x additional hours per week x 52.2

Justification:

Rentals of WPA, Scituate Harbor Community Building and Scituate Maritime Center have increased significantly and this position is responsible for those showings, bookings, payments and refunds as well as her support of the other duties of those offices including licensing, resident support and special events. Part or all of the cost for the additional hours can be supported by the Maritime Center Revolving Fund. The revolving fund only pays for 4 hours per week currently.

Requestor's Name James M. Boudreau

Date 10/13/23



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Town Administration

**Submitter's Name:** Michele Seghezzi

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

This office works closely with EDC and the Scituate Harbor Cultural District to support and promote economic growth in our business districts.



**Transportation Infrastructure**



**Water Infrastructure**



**Sanitary Infrastructure**



**None of the above**

We provide a support role to all offices in their initiatives and provide assistance as needed.



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Select Board/Town Administration - James M. Boudreau, Town Administrator</b>										
1123510	510300	ADDTL HOURS REQUEST	\$0	\$0	\$0	\$10,871	\$10,871	\$0	(\$10,871)	
1123510	511000	REGULAR SALARIES	\$315,801	\$330,742	\$367,119	\$378,479	\$11,360	\$378,479	\$0	
1123510	512000	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123510	513000	LONGEVITY	\$1,600	\$1,600	\$2,200	\$2,750	\$550	\$2,750	\$0	
1123510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123510	517400	EMPLOYEE RETIREMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123510	518000	PART-TIME SALARIES	\$17,899	\$17,493	\$21,422	\$22,513	\$1,091	\$22,513	\$0	
1123510	519000	SEASONAL SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123510	519100	OTHER SALARIES	\$6,200	\$6,200	\$6,200	\$10,527	\$4,327	\$10,527	\$0	
<b>1123510 Total</b>			<b>\$341,500</b>	<b>\$356,035</b>	<b>\$396,941</b>	<b>\$425,140</b>	<b>\$28,199</b>	<b>\$414,269</b>	<b>(\$10,871)</b>	
1123520	524100	OFFICE MACHINE MAIN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123520	524200	REPAIR/MAINT PROP/EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123520	530500	SUPPORT STAFFING & TRAINING	\$4,644	\$0	\$20,459	\$21,419	\$960	\$20,459	(\$960)	
1123520	530800	TRAINING	\$37,569	\$37,928	\$51,101	\$51,101	\$0	\$51,101	\$0	
1123520	530900	TECHNICAL SERVICES	\$26,431	\$24,872	\$77,000	\$83,504	\$6,504	\$77,000	(\$6,504)	
1123520	532100	CONFERENCES/MEETINGS/INTGVMTL	\$2,351	\$8,539	\$12,500	\$12,500	\$0	\$12,500	\$0	
1123520	534100	TELEPHONE	\$47,467	\$44,276	\$49,000	\$49,532	\$532	\$49,000	(\$532)	
1123520	534300	BINDING & PRINTING	\$2,638	\$4,191	\$4,200	\$4,322	\$122	\$4,200	(\$122)	
1123520	534400	POSTAGE	\$136	\$626	\$300	\$300	\$0	\$300	\$0	
1123520	534600	LEGAL ADVERTISING	\$2,651	\$3,221	\$7,200	\$7,200	\$0	\$7,200	\$0	
1123520	571100	MILEAGE REIMBURSEMENT	\$1,701	\$2,009	\$2,000	\$2,000	\$0	\$2,000	\$0	
1123520	573100	PROFESSIONAL DUES & SUBS	\$6,824	\$1,912	\$6,400	\$6,400	\$0	\$6,400	\$0	
<b>1123520 Total</b>			<b>\$132,413</b>	<b>\$127,574</b>	<b>\$230,160</b>	<b>\$238,278</b>	<b>\$8,118</b>	<b>\$230,160</b>	<b>(\$8,118)</b>	
1123530	531900	LEGAL SERVICES	\$96,748	\$107,257	\$90,000	\$90,000	\$0	\$90,000	\$0	
1123530	532900	LITIGATION	\$3,076	\$7,536	\$55,000	\$55,000	\$0	\$55,000	\$0	
<b>1123530 Total</b>			<b>\$99,824</b>	<b>\$114,792</b>	<b>\$145,000</b>	<b>\$145,000</b>	<b>\$0</b>	<b>\$145,000</b>	<b>\$0</b>	
1123532	517400	EMPLOYEE RETIREMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1123532	530400	CONTRACT BARGAINING & OTHR SVC	\$62,993	\$84,831	\$204,587	\$209,762	\$5,175	\$204,587	(\$5,175)	
1123532	530900	LABOR COUNSEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1123532 Total</b>			<b>\$62,993</b>	<b>\$84,831</b>	<b>\$204,587</b>	<b>\$209,762</b>	<b>\$5,175</b>	<b>\$204,587</b>	<b>(\$5,175)</b>	
1123540	542000	OFFICE SUPPLIES	\$4,143	\$5,278	\$4,900	\$4,900	\$0	\$4,900	\$0	
1123540	542500	PRINTING & FORMS	\$0	\$115	\$200	\$200	\$0	\$200	\$0	
1123540	558000	OTHER SUPPLIES	\$1,636	\$1,918	\$2,300	\$2,300	\$0	\$2,300	\$0	
<b>1123540 Total</b>			<b>\$5,780</b>	<b>\$7,311</b>	<b>\$7,400</b>	<b>\$7,400</b>	<b>\$0</b>	<b>\$7,400</b>	<b>\$0</b>	
1123599	511000	SALARY ADJUSTMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1123599 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Select Board/Town Administration Total</b>			<b>\$642,509</b>	<b>\$690,543</b>	<b>\$984,088</b>	<b>\$1,025,580</b>	<b>\$41,492</b>	<b>\$1,001,416</b>	<b>(\$24,164)</b>	<b>1.8%</b>

**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: ADVISORY COMMITTEE 131**

**MISSION STATEMENT:**

To consider and make recommendations to Town Meeting on all articles, to develop an annual recommendation on town and school budgets for town meeting consideration and provide an attendant report; to review and approve expenditures from the Reserve Fund, established pursuant to Massachusetts General Laws.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

N/A

**MAJOR BUDGET COMPONENTS**

This budget covers memberships and associated costs of preparing town meeting materials and the Recording Secretary for its meetings. The cost of printing and production of the Advisory Committee book has increased as the fall special town meeting booklet is no longer always able to be copied in-house but requires being sent out to be bound and printed.

**FY 25 RISKS AND CHALLENGES**

N/A

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Advisory Committee - James M. Boudreau, Town Administrator</b>										
1131510	518000	PART-TIME SALARIES	\$0	\$0	\$2,566	\$2,681	\$115	\$2,681	\$0	
<b>1131510 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$2,566</b>	<b>\$2,681</b>	<b>\$115</b>	<b>\$2,681</b>	<b>\$0</b>	
1131520	534300	BINDING & PRINTING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1131520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1131520	573100	PROFESSIONAL DUES & SUBS	\$245	\$250	\$250	\$260	\$10	\$260	\$0	
<b>1131520 Total</b>			<b>\$245</b>	<b>\$250</b>	<b>\$250</b>	<b>\$260</b>	<b>\$10</b>	<b>\$260</b>	<b>\$0</b>	
1131540	542000	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1131540	542500	PRINTING & FORMS	\$6,525	\$6,598	\$4,300	\$7,000	\$2,700	\$4,300	(\$2,700)	
<b>1131540 Total</b>			<b>\$6,525</b>	<b>\$6,598</b>	<b>\$4,300</b>	<b>\$7,000</b>	<b>\$2,700</b>	<b>\$4,300</b>	<b>(\$2,700)</b>	
<b>Advisory Committee Total</b>			<b>\$6,770</b>	<b>\$6,848</b>	<b>\$7,116</b>	<b>\$9,941</b>	<b>\$2,825</b>	<b>\$7,241</b>	<b>(\$2,700)</b>	<b>1.8%</b>

**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: RESERVE FUND 132**

**MISSION STATEMENT:**

The legal purpose of the Reserve Fund is to fund extraordinary and unforeseen expenditures, transfers from which are voted at the discretion of the Advisory Committee.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

	<b>Budgeted</b>	<b>Expenditures</b>	<b>Variance</b>
FY 25 (Est)	\$75,000		
FY 24	\$75,000	\$ 0	
FY 23	\$75,000	\$ 71,674	\$ 3,326
FY 22	\$75,000	\$ 74,245	\$ 755
FY 21	\$75,000	\$ 39,033	\$35,967
FY 20	\$75,000	\$ 33,973	\$41,027
FY 19	\$75,000	\$ 17,000	\$58,000
FY 18	\$75,000	\$ 0	\$75,000
FY 17	\$90,000	\$ 55,791	\$34,209
FY 16	\$90,000	\$ 0	\$90,000

**MAJOR BUDGET COMPONENTS**

N/A

**FY 25 RISKS AND CHALLENGES**

The FY 24 budget appropriated \$75,000 and of this writing none has been used. For the size of the Town’s operating budget this is a nominal amount (0.08%) and the fact that it has hardly been used in recent years is commendable. In FY23, \$49,354 was transferred to the Public Safety Dispatch Department for the failure of a Max Central console and \$22,320 was transferred to the Historical Buildings budget for remediation of a skunk infestation at Cudworth House. The recommended amount for FY25 remains the same.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Reserve Fund - James M. Boudreau, Town Administrator</b>										
1132570	578900	RESERVE FUND	\$0	\$0	\$75,000	\$75,000	\$0	\$75,000	\$0	
<b>1132570 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	
<b>Reserve Fund (Shared) Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>0.0%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET DEPARTMENT: FINANCE DIRECTOR/TOWN ACCOUNTANT

#### MISSION STATEMENT:

To provide accurate, comprehensive and accessible information to the citizens and officials of the Town and to account for the management of Town finances in accordance with federal, state and local laws.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Build-out financial transparency software.
  - a. Examine other communities using transparency platform for custom dashboards. Aug-Sep 2024
  - b. Build additional dashboards and make them public facing. Feb-Mar 2025
2. Fraud Risk Assessment Implementation.
  - a. Review results with administration and discuss areas to be targeted for improvement. Jul-Aug 2024
  - b. Review greatest risk factors with departments and strategize mitigation. Nov-Dec 2024
  - c. Propose policies to address risk and training on fraud. Jan-Mar 2025
3. Permanent Record Preservation
  - a. Identify general ledgers requiring binding that are at greatest risk. Aug 2024
  - b. Obtain quotes and lead times for binding. Sep-Oct 2024
  - c. Arrange binding services. Nov-Dec 2024

#### MAJOR BUDGET COMPONENTS

The Finance Director/Town Accountant's budget contains the funding necessary to address the functions of the office relevant to the timely approval and processing of vendor and payroll payments in compliance with all local, state and federal laws. The budget also contains the cost of the annual independent audit of the Town's finances and the biennial Other Post-Employment Benefit Liability calculation by an actuarial firm. The office is staffed by four full-time employees, including the Human Resources Director.

Personal Services	\$415,443	84.7%
Purchase of Services	\$ 73,700	15.0%
Materials & Supplies	\$ 1,300	0.3%
Total Budget	\$490,443	100.0%

#### FY 2025 RISKS AND CHALLENGES

The Finance Director/Town Accountant will continue to participate in the resolution of the legacy FEMA projects including claims from the Storm Sandy (2012), Storm Nemo (2013), Storm Juno (2015) and Storm Riley (2018). The team working on these legacy claims participate in biweekly update calls and coordinate with MEMA, MEMA's FEMA consultant, Scituate's FEMA consultant, three different coastal engineering firms and a multitude

of other state and federal regulatory agencies in trying to resolve these claims and complete the related repair work. As these projects move forward with design, engineering, permitting and construction, there is an additional need to make sure all costs are captured and reported appropriately to ensure the Town is reimbursed the maximum for these costly projects.

The multiple capital projects and building projects are monitored closely and separate tracking sheets are maintained for those projects as many are supported from multiple funding sources. As the need for funding for additional projects is constant, the department evaluates prior authorizations for availability to address new projects to minimize the burden on citizens and maximize the existing funding sources before supporting requests for new funds.

Grant management continues to be an ongoing task as expenses incurred from grant funds need to be tracked, documented and reimbursements requested timely. The excellent grant writing skills of colleagues results in many awards to support the needs of the Town while mitigating the financial impact to citizens but the follow through with the reporting and reimbursement paperwork can be troublesome in some instances. Procurement support to departments is an ever increasing drain on the department's resources. Both the Finance Director/Town Accountant and Assistant Town Accountant are certified as procurement officials by the Commonwealth.

The Finance Director/Town Accountant attends multiple board, committees and commissions on a regular basis as well as on an as needed basis for assistance in financial matters including the Select Board, Advisory Committee, Capital Planning Committee, Financial Forecast Committee, Public Building Commission, Commission on Disabilities, Waterways Commission, Community Preservation Commission, Beautification Commission, Hatherly School Building Committee, Master Plan Implementation Committee and the Economic Development Commission. She is a voting member on the Master Plan Implementation Committee, Financial Forecast Committee and the Hatherly School Building Committee.

The Assistant Town Accountant trains new personnel on the use of the financial management software and is an invaluable resource for her institutional knowledge and expertise to the Finance Director/Town Accountant, HR Director and other personnel.

The Human Resources Director continues to do an outstanding job in recruiting new staff, working on collective bargaining agreements and all other aspects of personnel management while still pushing forward on projects that have languished due to time constraints. His vast experience in personnel and management is a vital resource for department managers. He is also a member of the Diversity, Equity and Inclusion Committee lending his professional and personal knowledge and viewpoint as a town manager.

## DEPARTMENTAL ACCOMPLISHMENTS

All reporting deadlines with the Commonwealth were met and Free Cash was certified timely and the tax rate was set reasonably. The fiscal year was closed in July for the second year in a row to accommodate the earlier budget and capital process. The department maintained its high level of support to the other town departments despite not filling the Bookkeeper position for FY23.

The successful transition to the new financial management system platform was completed in June 2023. This project involved over a year of planning with critical work done by the IT Department to build new servers and work with the software company on the back-end transition. Testing was ongoing for several months prior to the

conversion and involved multiple departments. The Town was still on the original version of software from 2015 which had sunsetted and was required to migrate to the new platform which was 11 iterations later. Training sessions were conducted in-person and by ZOOM for town and school personnel using the software. The Finance Director/Town Accountant was in charge of this project and responsible for setting up the new platform's user interface, adding and editing users and their permissions and all training for users and subsequent troubleshooting. All of the existing informational and training materials had to be re-written to reflect the new platform.

The department was pleased to have its Annual Comprehensive Financial Report recognized with a Certificate in Achievement for Excellence in Financial Reporting for FY 2022 which was the ninth year in a row. The first ever Popular Annual Financial Report (PAFR) was completed for FY23 which has been a departmental goal for several years. A fraud risk assessment was also completed which was another multi-year goal and implementation of the outcome of that assessment is a goal for FY25.

The department continued support of its transparency software but was not able to add dashboards due to time constraints. The capital planning component of this software was used for the first time in FY23 in the preparation of the FY24-28 capital plan and is in use for the FY24-29 capital plan.

The Human Resources Director continues to do a phenomenal job supporting managers and employees in addition to recruiting new employees and being instrumental in the settlement of several collective bargaining agreements. He continues to participate in a regional group of HR professionals exchanging strategies, information, policies and procedures especially with all of the recent federal and state changes in addition to the ever changing environment due to the pandemic. His guidance, support and insight are of great value to the Town and he is a resource in constant demand by employees, department heads and management.



DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
---------------------------	------	------	-------------	-------------------	----------

The department does not have any revenue accounts.



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Accounting +

**Submitter's Name:** Nancy Holt +

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

Accounting & Human Resources work in a supportive role to the departments that directly address the master plan initiatives. Financial assistance, grant management and reporting are some of our functions.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Town Accountant - Nancy Holt, Town Accountant</b>										
1135510	511000	REGULAR SALARIES	\$346,285	\$331,424	\$386,315	\$404,963	\$18,648	\$404,963	\$0	
1135510	513000	LONGEVITY	\$1,950	\$3,050	\$3,150	\$3,150	\$0	\$3,150	\$0	
1135510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1135510	519100	OTHER SALARIES	\$6,208	\$3,725	\$6,083	\$7,955	\$1,872	\$7,955	\$0	
<b>1135510 Total</b>			<b>\$354,443</b>	<b>\$338,199</b>	<b>\$395,548</b>	<b>\$416,068</b>	<b>\$20,520</b>	<b>\$416,068</b>	<b>\$0</b>	
1135520	524100	OFFICE MACHINE MAINTENANC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1135520	524200	REPAIR EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1135520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1135520	530900	TECHNICAL SERVICES	\$82,139	\$52,960	\$61,500	\$68,000	\$6,500	\$61,500	(\$6,500)	
1135520	532100	CONFERENCES/MEETINGS	\$95	\$609	\$1,200	\$1,200	\$0	\$1,200	\$0	
1135520	534300	BINDING & PRINTING	\$0	\$0	\$2,500	\$2,500	\$0	\$2,500	\$0	
1135520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1135520	571100	MILEAGE REIMBURSEMENT	\$240	\$414	\$1,000	\$1,000	\$0	\$1,000	\$0	
1135520	573100	PROFESSIONAL DUES & SUBS	\$770	\$770	\$1,000	\$1,000	\$0	\$1,000	\$0	
<b>1135520 Total</b>			<b>\$83,244</b>	<b>\$54,752</b>	<b>\$67,200</b>	<b>\$73,700</b>	<b>\$6,500</b>	<b>\$67,200</b>	<b>(\$6,500)</b>	
1135540	542000	OFFICE SUPPLIES	\$1,299	\$1,116	\$1,300	\$1,300	\$0	\$1,300	\$0	
<b>1135540 Total</b>			<b>\$1,299</b>	<b>\$1,116</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$1,300</b>	<b>\$0</b>	
<b>Town Accountant Total</b>			<b>\$438,985</b>	<b>\$394,067</b>	<b>\$464,048</b>	<b>\$491,068</b>	<b>\$27,020</b>	<b>\$484,568</b>	<b>(\$6,500)</b>	<b>4.4%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: ASSESSORS

**MISSION STATEMENT:** The mission of the Assessor's Office is to insure a process of fair and equitable assessments in accordance with Massachusetts Laws and Department of Revenue guidelines, directives and policies.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

**GOAL#1** Successfully complete the mandatory FY25 Interim update of all Real and Personal Property in compliance with all Department of Revenue guidelines and new directives. This will be the first update since last year's mandated revaluation.

#### OBJECTIVES:

A: Issue Sales Verification Questionnaires for all sales greater than \$100 and inspect all sales (on going)

B: Issue Income and Expense forms (38D) to all commercial, industrial and mixed-use property owners (February 2024)

C: Issue Form of Lists to all new businesses and all existing personal property accounts as part of the data collection process of personal property (January 2024)

D: Utilize current CAMA system to analyze the verified information obtained from objectives A-C and produce equitable assessments (July 2024 – October 2024).

**GOAL #2** In the next two fiscal years, continue the cyclical re-inspection program to ensure all properties have been inspected at least once in the past ten years as mandated by the Department of Revenue. This program is critical to fair and equitable assessments. There are approximately 3,000 properties to be measured and inspected in the next two years. Once completed, the cyclical re-inspection program will continue with measure and listing 1/10<sup>th</sup> of all improved properties every year.

#### OBJECTIVES:

A. Measure and list each property that has been sold or has a building permit (July 1, 2024 – June 30, 2025), Also conduct complete follow-up inspections of properties with permits that were incomplete on July 1, 2024.

B. Identify properties that have not been measured since 2014. These properties will be measured and listed both in-house and by PK Associates as resources permit.

C. Utilize Nearmap software as a tool to assist in reducing the time to measure buildings and other structures.

**GOAL#3** Continue to improve our public outreach regarding personal exemption available to eligible property owners.

A: Hold informational sessions(s) at the Senior Center (Nov 2024 – Dec 2024 and January 2025 – March 2025). Also, meet with the Veterans Services Officer and the Veterans Advisory Council to review available exemptions specific to veterans and their family members.

B: Take every opportunity to educate the public regarding various exemptions available: at the counter, property inspections and via media including an update of our exemption video and power point presentations.

C: Mail all previous exemption recipients their applications along with instructions (September 2024). Process those applications received early so that they appear on the 3<sup>rd</sup> & 4<sup>th</sup> quarter tax bills (November 2024 – December 2024).

## MAJOR BUDGET COMPONENTS

Salaries ..... 84%..... support staff for taxpayer assistance and inquiries, assessment generation and processing any abatements or exemptions granted by the Board of Assessors. Purchase of services, materials and supplies ..... 16%.... general office requirements such as office supplies, technical services including funds to update digital mapping system, the funding of annual valuation update services and property inspections.

## FY 2025 RISKS AND CHALLENGES

Our five-year contract with PK & Associates is expiring and it is imperative that the department has completed the procurement process and the Town awards the next five-year contract to the most qualified vendor in a timely manner. It is essential to maintain the annual analysis of assessments to ensure the equitable apportionment of the tax levy. Over the past five years, the Assessing Department has annually analyzed sales and made adjustments to assessments when necessary with the assistance of our revaluation contractor. Before the analysis of assessments can take place, the following must be completed: inspection of 2023 sales, building permit inspections, review of sales verification forms, review of income and expense forms for commercial properties and personal property returns.

While our cyclical re-inspection program has been accelerated, we still have approximately 3,000 properties to measure and inspect in the next two years. Fortunately, with the addition of Nearmap property measurement software and decent weather, we were able to measure and list over 1,000 properties in-house, conduct several hundred other inspections of homes that had building permits pulled on them over the past year, as well as re-inspections of hundreds of more homes that were incomplete last year. It is our hope that our in-house staff can

complete at least 1,000 complete inspections in each of the next two consecutive years in addition to our vendor conducting 500 full inspections each of the next two years as well.

Continue to identify and update the digitized Assessor Maps to include GIS location identifiers for the remaining parcels that do not have one at this time.

As always, with increasing demands and expectations, the department will need to continue to seek more efficient ways to complete all tasks including: responding to inquiries from taxpayers, appraisers, attorneys, realtors, surveyors and others, administer or performs the appraisal of over nine thousand (9,000) parcels of property including all residential, commercial, industrial and personal property and processes over twenty thousand (20,000) motor vehicle and boat excise bills each year.

## DEPARTMENTAL ACCOMPLISHMENTS

Completed inspections onsite/ online of 2022 sales, onsite inspections of all new growth properties including prior year building permit rechecks (approximately 1,400 – over 1,000 were full measure and lists). This was done despite key position vacancies in FY2023.

Our department continued the implementation of Nearmap property measurement software. As a result, we were able to significantly increase our inspection production again this year. The Nearmap software utilization, with an annual cost of \$7,800, realized at least \$90,000 in new tax revenue for FY24.

With the assistance of PK Valuation Group and in-house personnel, the department was able to receive Preliminary Certification of the FY24 Revaluation on September 28, 2023 nearly a month earlier than the interim values were submitted last year. Final assessments and new growth will be submitted on October 11, 2023 to be approved by the Department of Revenue. It is hopeful that the Classification Hearing can be held on October 24, 2023 approximately one month earlier than last year.

Continued our public outreach for exemptions by holding two workshops at the Senior Center (our first workshop had well over 30 attendees) as well as updating the tax exemption public service announcement with the assistance of Seth Pfeiffer (SCTV). Also, the tax exemption workshop power point presentation was updated and posted on our website. The response was overwhelmingly positive and appreciative. The number of tax exemptions granted continued to grow due to these outreach efforts.

Issued exemption forms to ALL of the prior recipients in the early fall of 2022 so that a majority of tax exemptions will appear on taxpayers 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills. This extra step by the office helps ensure that eligible taxpayers do not miss out on tax relief to which they are entitled.

Initiated the updating of our digital maps with 2022 subdivisions and the correction of mapping errors discovered over the past year. The ongoing digitization of the Assessors maps has provided the department the opportunity to identify and correct errors, omissions and incorrect information.

Updated all application forms and instructions for abatements and tax exemptions to our town web page.

The system that was created and implemented last year to improve the accuracy of second home and business personal property records continued to be utilized in FY24. The benefits of the improved accuracy were seen in the inspection and analysis of personal property for the FY24 Revaluation.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Abutter's Lists	\$3,175	\$3,380	\$741	\$3,000	





## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Assessing Department

**Submitter's Name:** Joseph DiVito Jr

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**  
The department is constantly updating their property information so that it is accurate for other users

**Land Use**

**Zoning**

**Cultural & Historic Preservation**  
Properties are routinely inspected for accuracy as to condition as well as other characteristics



**Economic Development**

The department continues to capture new construction in a timely and accurate manner



**Transportation Infrastructure**



**Water Infrastructure**



**Sanitary Infrastructure**



**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Assessors - Joseph DiVito, Jr - Director of Assessing</b>										
1141510	511000	REGULAR SALARIES	\$194,795	\$196,211	\$209,387	\$217,156	\$7,769	\$217,156	\$0	
1141510	512000	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1141510	513000	LONGEVITY	\$550	\$1,350	\$1,900	\$1,900	\$0	\$1,900	\$0	
1141510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1141510	518000	PART-TIME SALARIES	\$16,411	\$17,268	\$20,035	\$20,407	\$372	\$20,407	\$0	
1141510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1141510 Total</b>			<b>\$211,756</b>	<b>\$214,829</b>	<b>\$231,322</b>	<b>\$239,463</b>	<b>\$8,141</b>	<b>\$239,463</b>	<b>\$0</b>	
1141520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1141520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1141520	530900	TECHNICAL SERVICES	\$33,591	\$37,509	\$38,560	\$45,500	\$6,940	\$45,500	\$0	
1141520	532100	CONFERENCES/MEETINGS	\$0	\$233	\$250	\$300	\$50	\$300	\$0	
1141520	534300	BINDING & PRINTING	\$50	\$0	\$0	\$0	\$0	\$0	\$0	
1141520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1141520	571100	MILEAGE REIMBURSEMENT	\$299	\$221	\$300	\$250	(\$50)	\$250	\$0	
1141520	573100	PROFESSIONAL DUES & SUBS	\$300	\$350	\$400	\$450	\$50	\$450	\$0	
<b>1141520 Total</b>			<b>\$34,240</b>	<b>\$38,313</b>	<b>\$39,510</b>	<b>\$46,500</b>	<b>\$6,990</b>	<b>\$46,500</b>	<b>\$0</b>	
1141540	542000	OFFICE SUPPLIES	\$416	\$321	\$500	\$500	\$0	\$500	\$0	
1141540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1141540 Total</b>			<b>\$416</b>	<b>\$321</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	
<b>Assessors Total</b>			<b>\$246,412</b>	<b>\$253,464</b>	<b>\$271,332</b>	<b>\$286,463</b>	<b>\$15,131</b>	<b>\$286,463</b>	<b>\$0</b>	<b>5.6%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: #145 Treasurer/Collector

#### MISSION STATEMENT:

The Town Treasurer/Collector is responsible for collecting, managing, and investing all town funds; to provide efficient and accurate tax information and services to the taxpayers; issue all authorized debt; provide benefits to all Town employees; and to pay the bills and payroll of the Town in an efficient and timely manner in accordance with Massachusetts General Laws.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: Maximize efforts to collect a minimum of 15 tax title accounts without incurring additional legal expense. (Timeline: FY24 - FY25)
  - A. Assign accounts for collection to the Treasurer/Collector (TC) staff
  - B. Delegate research duties to staff for the gathering of data or employ other means of direct contact to aid in obtaining outstanding tax revenues.
  - C. Increase written correspondence to delinquent taxpayers with copies of tax title statements.
  
2. Goal: Tax Title – Land of Low Value (Timeline: FY24 - FY25)
  - A. Evaluate existing tax liens for those eligible for land of low value process.
  - B. Meet with Assessor, Finance Director, and Town Administrator to review the town owned land that is eligible to sell.
  - C. Gather documentation for submission to Department of Revenue (DOR).
  - D. Advertise town owned land for sale and mail letter to abutters.
  - E. Submit application for land of low value to DOR electronically
  - F. Record subsequent affidavits and arrange auction.
  
3. Goal: Revise Existing Manuals for the New Munis Platform. (Timeline: FY24 – FY25)
  - A. Ask T/C staff to update manuals for new procedures.
  - B. Have manuals put into binders for easy access.
  
4. Goal: Review and Update the Treasurer Collector Webpages (Timeline: FY24 – FY25)
  - A. Evaluate existing webpage to see where changes can be made.
  - B. Look at other communities to get ideas
  - C. Meet with Assistant T/C and make updates

## MAJOR BUDGET COMPONENTS

Personal Services	\$360,851	74%
Ambulance	\$ 50,000	10%
Postage	\$ 49,500	10%
Printing	\$ 16,500	3%

- **Personal Services** consists of the salary of five full-time employees. A previous part-time position was changed to full time in order to assist with the change to in-house payroll in FY18.

-**Ambulance Billing** represents the payment to Comstar for ambulance collection services. Prior to FY15, this expense was included in the Ambulance Revenue.

-**Postage** is a major component for the Treasurer/Collector budget. As of FY17, all postage for the Town is in the T/C budget. Postage increased in July 2023 from .63 cents to .66 cents. The Town Clerk will continue to have a substantial increase in postage of for FY25 due to the mailing of ballots for 2 state elections, a Town election and the annual census to approximately 8,500 households.

-**Conference/Meetings and Mileage** are related to the education of the Treasurer Collector (TC) and the Assistant Treasurer Collector. It is imperative that the TC keep abreast of changes in municipal finance laws by attending meetings to ensure the staff and other Town employees use best and most current practices in order to perform their duties properly. Mileage is also used for bank visits in addition to a multitude of educational meetings.

-**Office Supplies** increased for in FY19 and FY20 but has decreased the IT budget. The T/C department now prints all payroll checks and advices in house as of January 1, 2018. In the past the payroll software provider did the printing and the expense was included in the IT budget.

-**Printing and Forms** increased considerably in FY19. Previously this expense was billed by the software provider, Customized Data Services (CDS), and included in the IT budget. The Town has signed a contract as of 10/1/22 with Kirkwood Direct for printing and mailing all real estate, personal property, motor vehicle excise, water and sewer bills. This service has increased substantially with the increase price of paper, envelopes, and printing.

## FY 2025 RISKS AND CHALLENGES

The continuing longevity of the economic down turn and negative results from COVID for some has resulted in an increase in requests for tax payment plans on the part of our residents. To date, the office has successfully maintained pay year 90+% collection rate, and does very well as compared to previous monthly collection rates, even with the pandemic. Increased delinquencies result in increased demand bill mailings that in turn increase the postage budget. Educating the public in tax taking procedure is exhaustive, yet well worth the effort taken to collect the debt. Adhering to and complying with an ever-changing payroll, retirement, insurance (affordable health care), and tax law reform changes remains an ongoing challenge.

## DEPARTMENTAL ACCOMPLISHMENTS

In FY23, 30 parcels were redeemed and \$610,835 was collected from tax title.

The Treasurer/Collector continues to set up payment plans with several residents. Recently letters were mailed to all residents that are in tax title and have outstanding FY23 taxes due. Going forward, quarterly letters will be mailed. As of 10/5/22 7 parcels have been redeemed.

The T/C continues to work with, the Board of Health, the Veteran's Agent and the Council of Aging to assist residents with payment plans.

In FY23 the T/C, with the help of the Finance Director and Assessor, auctioned eighteen tax title possessions of vacant land resulting in over \$500,000 of revenue. Going forward the parcels will be returned to the tax roll.

The T/C office has successfully maintained a 90+% collection rate.

The T/C office continues to work on cleaning up old receivables.

Letters are mailed by the T/C office regarding outstanding real estate, water, and tax lien. Final notices were mailed for 81 outstanding FY23 real estate properties and now phone calls and emails are being sent before liens are issued in December 2023.

There was a successful Munis software upgrade.

The T/C office continues to work with all departments to ensure that all turnovers are submitted on a timely basis, using a uniform excel worksheet format, which includes all information needed to work with the Munis software. This has increased productivity on revenue reporting.

The Town continues to have a viable Wellness Committee with the enthusiasm to carry it forward. The committee is made up of both Town and School employees and works with a wellness coordinator from MIIA to offer various wellness to all employees. During COVID self-directed programs, Zoom sessions and monthly webinars are still being offered online to all employees. Some of the programs offered come with a prize (Amazon gift cards) in order to keep interest. These programs are publicized to the employees with weekly email blasts. The first in house program will be offered next month and hope to be adding more.

In FY23, the Town was the recipient of a \$25k Wellness Grant from MIIA. Proceeds were used to purchase standup desks for employees.

The Fire Department, Building Department, Town Clerk's Office, Board of Health, and recently added the Select Board Office are utilizing the permitting software (PermitEyes). All permits relating to these departments can now be paid online.

The Council on Aging and the School business office also offer a variety of online payment options.

As a result of COVID, there was a secure dropbox installed. This allows residents to drop off payments safely and securely without having to get out of their cars.

Payments by credit card can now be made in the T/C office.

The T/C office continues to respond to the needs expressed by citizens for additional functionality and convenience.

The PermitEyes approvals have allowed for collection of outstanding real estate and water bills. The Treasurer Collector has to sign off on certain projects in order for the Building Department to issue a permit. The Planning and Conservation also communicate with the T/C office concerning outstanding balances due before a project is started

The T/C office continues to expand the communication efforts to include social media and email blasts to notify residents of upcoming taxes due.

The T/C office continues to reconcile cash, outstanding receivables, and payroll withholdings in a timely manner on a monthly basis with the Accounting Department.

The T/C continues to research banks for the safest and highest rates of return. In FY23 the T/C invested funds in short-term treasury notes and was very successful. The T/C continues to be vigilant on the prevention of fraudulent activity.

The T/C and the Board of Health (BOH) continue to implement the Community Septic Management Program. Eligible residents with are able to receive a low interest loan (betterment) in order to replace failed septic systems or connect to Town sewer. The program was approved by voters at the April 2018 annual town meeting with an initial funding of \$200,000. The BOH extended this program because of a high demand by residents.

The T/C department completed another successful beach and transfer station sticker season. Non-resident all beach stickers and Humarock only (non-resident) sold out in minutes this year.

All non-resident stickers continued to be sold online only. The requests for stickers in the last couple of years has been more than any years past.

As of October 3, 2023, 14,963 stickers have been sold with total sales of \$907,310.

The T/C department continued to provide residents with answers/information and stickers in a timely manner.

Contact information from sticker applications are added into Munis.

DESCRIPTION	FY22	FY23	FY24	FY25	Comments
-------------	------	------	------	------	----------

OF REVENUE			YTD	Projected	
Municipal Lien Certs	65,300	37,550	8,900	35,000	FY24 YTD as of 10/03/23
Ambulance Receipts	1,104,541	1,314,598	341,885	900,000	FY24 YTD as of 10/03/23





## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Treasurer Collector

**Submitter's Name:** Pamela Avitabile

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

Economic Development

Transportation Infrastructure

Water Infrastructure

Sanitary Infrastructure

None of the above

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Treasurer Collector - Pamela Avitabile, Treasurer Collector</b>										
1145510	511000	REGULAR SALARIES	\$314,848	\$328,375	\$333,012	\$353,091	\$20,079	\$353,091	\$0	
1145510	512000	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1145510	513000	LONGEVITY	\$3,425	\$4,425	\$4,425	\$4,425	\$0	\$4,425	\$0	
1145510	517200	SICK LEAVE BUY BACK	\$500	\$500	\$500	\$1,000	\$500	\$1,000	\$0	
1145510	519100	OTHER SALARIES	\$1,191	\$1,176	\$2,188	\$2,335	\$147	\$2,335	\$0	
<b>1145510 Total</b>			<b>\$319,964</b>	<b>\$334,476</b>	<b>\$340,125</b>	<b>\$360,851</b>	<b>\$20,726</b>	<b>\$360,851</b>	<b>\$0</b>	
1145520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1145520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1145520	530900	TECHNICAL SERVICES	\$4,754	\$4,739	\$6,000	\$6,000	\$0	\$6,000	\$0	
1145520	531000	AMBULANCE BILLING	\$44,769	\$52,371	\$50,000	\$50,000	\$0	\$55,000	\$5,000	
1145520	531100	SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1145520	532100	CONFERENCES/MEETINGS	\$603	\$893	\$1,200	\$1,200	\$0	\$1,200	\$0	
1145520	534300	BINDING & PRINTING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1145520	534400	POSTAGE	\$42,649	\$43,418	\$49,500	\$49,500	\$0	\$49,500	\$0	
1145520	571100	MILEAGE REIMBURSEMENT	\$955	\$407	\$1,000	\$1,000	\$0	\$1,000	\$0	
1145520	573100	PROFESSIONAL DUES & SUBS	\$225	\$200	\$325	\$325	\$0	\$325	\$0	
<b>1145520 Total</b>			<b>\$93,955</b>	<b>\$102,028</b>	<b>\$108,025</b>	<b>\$108,025</b>	<b>\$0</b>	<b>\$113,025</b>	<b>\$5,000</b>	
1145540	542000	OFFICE SUPPLIES	\$578	\$1,112	\$2,000	\$2,000	\$0	\$2,000	\$0	
1145540	542500	PRINTING & FORMS	\$4,000	\$9,334	\$16,500	\$16,500	\$0	\$16,500	\$0	
<b>1145540 Total</b>			<b>\$4,578</b>	<b>\$10,446</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$0</b>	<b>\$18,500</b>	<b>\$0</b>	
1145580	585100	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1145580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Treasurer Collector Total</b>			<b>\$418,497</b>	<b>\$446,950</b>	<b>\$466,650</b>	<b>\$487,376</b>	<b>\$20,726</b>	<b>\$492,376</b>	<b>\$5,000</b>	<b>5.5%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: Information Technology

#### MISSION STATEMENT:

The Town's Information Technology Department's mission is to leverage technology to securely meet the goals and needs of the Town of Scituate both tactically and strategically, by expanding services and achieving economies of scale through network connectivity, application availability, and optimization.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Goal: To enhance the Town's network security with further enhancements.

Objectives: To provide better prevention and detection capabilities across our network, and to continue to finetune endpoint settings which will help refine the security posture of our network computers.

2. Goal: To refine the Local and Wide Area Networks to improve fault tolerance.

Objective: Enhance network routing and enhance failover and redundancy for various networks and systems.

3. Goal: With funding secured, replace the audio-visual system in the EOC which has had numerous hardware failures and is currently not working.

Objective: To replace the video wall and several components of the A/V system so we have a functioning system, while at the same time make the system more user friendly so more committees and external groups can use the video wall for public meetings.

4. Goal: Depending on funding, refresh several components of the access control and video security system at the Public Safety Complex, and expand the system to the Library and Turf Fields at the High School

Objective: Replace the seven year old video archive servers and network switches, replace select cameras that have been chronic problems with failure, to provide access control at the Library to allow for more secure access for public meetings, and to add cameras to the turf fields at the high school.

5. Goal: Explore the feasibility of implementing a new online, self-service, beach sticker solution that will allow for us to go sticker-less and for more efficient use of licenses plate recognition technology.

Objective: This would reduce labor by automating the issuing of beach parking access, and issuing stickers for the transfer station. The concept that needs to be explored would reduce human error and increase efficiency by automating the process.

6. Goal: Replace the Water Department's meter reading software, server, and readers, and migrate to the manufacturer's online platform.

Objective: Support for the meter reader software has been discontinued and the server is also no longer supported. This will allow us to ensure we continue to have the ability to read water meters across the town.

7. Goal: Connect several Water and Sewer Department locations by fiber with some locations having wireless backup, while segmenting each location from each other.

Objective: This will allow both departments more reliably and more consistent connectivity for remote administration of their sites. This will also provide added layers of security for each location.

8. Goal: To finish the second replacement phase of the obsolete network switches, eliminating all unsupported network hardware.

Objective: To implement network switches that are currently being supported by the manufacture so we are able to obtain security updates, and have access to replacement parts when hardware fails.

9. Goal: To implement new phone service in multiple buildings which will failover to each other should one building's service go offline.

Objective: This will create diversity and be the first steps to providing a more resilient phone service for all Town buildings.

## MAJOR BUDGET COMPONENTS

The Information Technology (IT) Department personnel consist of three fulltime employees. The IT Department is responsible for all computer hardware and services, network hardware and services, software applications and services, printing and day-to-day support, along with creating and implementing the strategic vision for the Town of Scituate's technology initiatives. Major budget components include Technical Services, Salaries, and Procurement of hardware.

The FY25 budget request includes costs related to the Assessor's software, Munis, the Fire Department's Computer Aided Dispatch software, cyber security tools and platforms, software licenses, online permitting, and several other subscription and maintenance costs.

## FY 2025 RISKS AND CHALLENGES

We are facing a time in which we are seeing a significant increase in cyber-attacks on municipalities. The challenging labor market has made it especially difficult to find qualified individuals to help achieve our goal. Additionally, inflation has added significant budget pressure to several annual maintenance renewals and subscriptions.

## DEPARTMENTAL ACCOMPLISHMENTS

- We continue to refresh and replace servers with new virtual servers to keep them all current and supported by the manufacturers.
- We have expanded the Voice over IP phone system to all of our buildings.
- We have replaced the majority of the Town's firewalls.
- We have managed the Town's Cyber Security Awareness Training program resulting in participation levels that are among the highest in the state.
- We have fully implemented the next generation of our ERP system.
- We have won a state grant for \$250,000 to connect additional town locations by fiber optics.
- Ongoing user support and trouble resolution.

DESCRIPTION  
OF REVENUE

FY20

FY21

FY22  
YTD

FY23  
Projected

Comments



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Information Technology

**Submitter's Name:** Michael Minchello

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

The Information Technology Department installs, supports, and maintains the technology that enables all Town employees to meet the initiatives identified in the 2020 Master Plan.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Information Technology - Michael Minchello, Director of Information Technology</b>										
1155510	511000	REGULAR SALARIES	\$195,678	\$258,414	\$312,025	\$335,565	\$23,540	\$335,565	\$0	
1155510	513000	LONGEVITY	\$800	\$0	\$800	\$800	\$0	\$800	\$0	
1155510	519100	OTHER SALARIES	\$613	\$0	\$2,000	\$2,000	\$0	\$2,000	\$0	
<b>1155510 Total</b>			<b>\$197,091</b>	<b>\$258,414</b>	<b>\$314,825</b>	<b>\$338,365</b>	<b>\$23,540</b>	<b>\$338,365</b>	<b>\$0</b>	
1155520	524100	OFFICE MACHINE MAINTENANCE	\$12,790	\$12,181	\$20,000	\$20,000	\$0	\$20,000	\$0	
1155520	530900	TECHNICAL SERVICES	\$273,452	\$331,118	\$411,278	\$443,026	\$31,748	\$443,026	\$0	
1155520	571100	MILEAGE REIMBURSEMENT	\$0	\$1,041	\$1,200	\$1,200	\$0	\$1,200	\$0	
<b>1155520 Total</b>			<b>\$286,242</b>	<b>\$344,341</b>	<b>\$432,478</b>	<b>\$464,226</b>	<b>\$31,748</b>	<b>\$464,226</b>	<b>\$0</b>	
1155540	542000	OFFICE SUPPLIES	\$273	\$288	\$500	\$500	\$0	\$500	\$0	
<b>1155540 Total</b>			<b>\$273</b>	<b>\$288</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	
1155580	585100	EQUIPMENT	\$29,997	\$39,624	\$30,000	\$50,000	\$20,000	\$30,000	(\$20,000)	
<b>1155580 Total</b>			<b>\$29,997</b>	<b>\$39,624</b>	<b>\$30,000</b>	<b>\$50,000</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>(\$20,000)</b>	
<b>Information Technology Total</b>			<b>\$513,603</b>	<b>\$642,667</b>	<b>\$777,803</b>	<b>\$853,091</b>	<b>\$75,288</b>	<b>\$833,091</b>	<b>(\$20,000)</b>	<b>7.1%</b>

## TOWN OF SCITUATE

FY 2025 BUDGET

**DEPARTMENT: #158 Tax Foreclosure**

### MISSION STATEMENT:

The intent of this appropriation is to seek compensation for the Town by pursuing the collection of outstanding taxes within the confines of Massachusetts General Law statues for tax taking and foreclosure.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The goal in FY25 is to aggressively pursue the real estate property tax dollars owed to the Town along with interest and fees while managing the legal budget effectively and efficiently. There is an inventory of Town possession properties that need to be reviewed for the purpose of auction, and/or Town use annually. Parcels in tax title must be constantly assessed for assignment to the tax title attorney for foreclosure proceeding or to negotiate payment arrangements in a reasonable period of time.

### MAJOR BUDGET COMPONENTS

The major budget component of the tax foreclosure appropriation is the legal cost of foreclosure to Land Court and title search, especially for estate issues. Additionally, there is a sizable cost to record liens at the time of each annual tax taking. There is a charge of \$130 per item to place a lien either at the Registry of Deeds or Land Court for registered land. As of 09/29/23, 68 parcels are delinquent for payment of FY23 taxes. Currently the Treasurer/Collector staff is calling and letters have been sent to all residents that have outstanding FY23 taxes due. The parcels that are unpaid as of December 1st will be advertised and if remain unpaid will be liened.

### FY 2025 RISKS AND CHALLENGES

The major challenge is to balance the statutory duty to collect taxes with being respectful of financial hardships. There are many unpredictable property owners' circumstances (e.g. probate issues, quarreling heirs, unknown locations of owners, etc.). Another risk is spending valuable time and money on old tax title accounts only to discover that the property title is not clear, or the land's location is in question. Given the high cost of legal action, which continue to rise from year to year, and the volume of tax title accounts, (100 parcels as of September 29, 2023) along with the multitude of Town possession properties, the challenge is to balance carefully choose which parcels to focus on for a quick recovery using the services of the Town's tax title attorney.

The Supreme Court issued a decision earlier this year involving a tax foreclosure in Minnesota (MN). MN allows for the foreclosure party to keep any surplus over the amount owed if the property is sold for more that what was owed to the Town. The Court ruled that is was unconstitutional for MN to keep anything over the amount owed. As of now Massachusetts statute has not been changed. As for now, it is recommended by the Town's Tax Title Attorney that the Town move forward with the foreclosure process as a tool to collect delinquent taxes. It is likely that the Mass Statute will change in the near future.

The Treasurer/Collector continues to work with taxpayers regarding payment plans, and the Tax Title Attorney for foreclosures that often initiates payment.

### DEPARTMENTAL ACCOMPLISHMENTS

The Treasurer/Collector (T/C) has decreased the Tax Title properties July 1, 2022 to June 30, 2023 by **30 parcels** As of October 4, 2023 for FY24, 7 parcels have been redeemed.

The T/C office has made personal phone calls, and recently sent letters to all residents in tax title asking them contact the T/C, resulting in the decrease of tax title properties. The personal phone calls seem to be much more

productive than sending out form letters. The call initiates a meeting with the T/C if full payment is not able to be made.

Phone calls are now being done to all residents for delinquent FY23 Real Estate Taxes, to result in many taxes being paid in full to avoid advertising and tax liens.

In FY23, the Treasurer Collector auctioned eighteen tax title possessions of vacant land resulting in over \$500,000.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 9/29 YTD	FY24 Projected
Tax Title	425,557	443,757	52,099	250,000
Fees & Interest	<u>109,527</u>	<u>167,078</u>	<u>21,358</u>	<u>25,000</u>
Totals	535,084	610,835	73,457	275,000
Tax Deferrals	107,613	94,577	0	10,000
Fees & Interest	<u>72,294</u>	<u>64,441</u>	<u>0</u>	<u>500</u>
Totals	179,907	159,018	0	10,500

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Tax Foreclosures - Pamela Avitabile, Treasurer Collector</b>										
1158521	530900	TAX TITLE FORECLOSURES	\$39,070	\$21,827	\$39,000	\$39,000	\$0	\$39,000	\$0	
<b>1158521 Total</b>			<b>\$39,070</b>	<b>\$21,827</b>	<b>\$39,000</b>	<b>\$39,000</b>	<b>\$0</b>	<b>\$39,000</b>	<b>\$0</b>	
<b>Tax Foreclosures (Shared) Total</b>			<b>\$39,070</b>	<b>\$21,827</b>	<b>\$39,000</b>	<b>\$39,000</b>	<b>\$0</b>	<b>\$39,000</b>	<b>\$0</b>	<b>0.0%</b>

## **TOWN OF SCITUATE**

### **FY 2025 BUDGET DEPARTMENT: Cable Television**

#### **MISSION STATEMENT:**

Scituate Community Television is a communication and information resource for all Scituate residents providing timely and accurate information about Town business and events. SCTV provides coverage for town government, the town school system, and town events. SCTV also provides training, production facilities, guidance and cablecast time for public, educational and governmental constituencies serving the Town of Scituate. SCTV is Scituate's Very Own Media Source about Scituate, for Scituate, by Scituate.

#### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

Scituate Community Television's primary goal moving forward is to continue improving availability for all Scituate residents to experience SCTV. SCTV already broadcasts continually on cable access and allows for all content to be watched on social media outlets. Additionally, SCTV streams content live online including government meetings, school sports, school performances and community events. This will all continue along with a focus on developing and adding new technology to keep all Scituate residents aware and informed of current town, school and community happenings and events.

#### **MAJOR BUDGET COMPONENTS**

Budget Item #1: Annual Director Salary: \$77,229

Budget Item #2: Annual Part Time Salaries: \$59,346.00

Budget Item #3. Repair / Maintenance of Equipment: \$1,500.00

Budget Item #4. Technical Services: \$5,000.00

Budget Item #5. Office Supplies: \$2,000.00

Budget Item #6. Equipment: \$80,000

\$50,000 – Basic TV Equipment: Cameras / Tripods / Wireless Microphones / Adaptors / Camera Bags

\$10,000 – Studio/Field Equipment: Monitors / Extension Cords / Speakers / Lights / Studio Set Furniture

\$20,000 – Online Equipment/Software: Leightronix Software / Zoom Room Subscriptions / Zoom Equipment (monitors / audio bars) / Total Info Programming Technology / Computers

**FY 2025 RISKS AND CHALLENGES**

Scituate Community Television has successfully operated under a dramatically changing department within the past 3 years. The rapid change in communication styles and abilities has proven challenging though SCTV has continued to provide a variety of options for Scituate residents to view and enjoy programming. Although these options meet the basic viewing desires, there have been challenges in combining all methods cohesively. More resources are becoming available to assist in broadcasting and streaming programming and SCTV needs to stay current and aware of all options to ensure Scituate residents are satisfied with their programming in all viewing formats.

**DEPARTMENTAL ACCOMPLISHMENTS**

Scituate Community Television continues to broadcast 24 hours a day, 7 days a week, 365 days a year on all 3 television channels. Scituate residents can watch SCTV at any moment to see what’s happening in Scituate’s government, its educational system and in the general public. SCTV covers more than two dozen government meetings on a monthly basis. SCTV covers nearly 100% of all Scituate Public School sporting events on the main Turf and gym. SCTV also covers several local community events on a weekly basis. In addition, SCTV offers nearly all of its content on multiple social media platforms to allow for a local and nationwide audience. SCTV continues to be a force on the social media front. Subscribers and viewers on all of SCTV’s social media content consistently defies normal community television standards.

<b>DESCRIPTION OF REVENUE</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 YTD</b>	<b>FY25 Projected</b>	<b>Comments</b>
	486,337	135,310	139,581	\$225,875	



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Cable Television

**Submitter's Name:** Seth Pfeiffer

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

Scituate Community Television is committed to covering and providing coverage of Master Plan Initiatives so that Scituate residents and Town Departments are continually aware of all discussions and projects that are in motion to meet the Master Plan's initiatives.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>SCTV - Seth Pfeiffer, Cable Television Director</b>										
1159510	511000	REGULAR SALARIES	\$67,342	\$71,144	\$74,536	\$79,486	\$4,950	\$79,486	\$0	
1159510	513000	LONGEVITY	\$0	\$800	\$800	\$800	\$0	\$800	\$0	
1159510	518000	PART-TIME SALARIES	\$44,302	\$50,879	\$59,121	\$60,311	\$1,190	\$60,311	\$0	
1159510	519100	BENEFITS OVERHEAD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1159510 Total</b>			<b>\$111,644</b>	<b>\$122,823</b>	<b>\$134,457</b>	<b>\$140,597</b>	<b>\$6,140</b>	<b>\$140,597</b>	<b>\$0</b>	
1159520	524200	REPAIR/MAINTENANCE OF EQUIPMEN	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0	
1159520	530900	TECHNICAL SERVICES	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$0	
1159520	534100	TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1159520 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>\$1,500</b>	<b>\$6,500</b>	<b>\$0</b>	
1159540	542000	OFFICE SUPPLIES	\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$0	
1159540	542300	SPECIAL AGENCY SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1159540 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	
1159580	585100	EQUIPMENT	\$17,202	\$31,543	\$150,000	\$80,000	(\$70,000)	\$80,000	\$0	
1159580	585200	FURNISHINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1159580 Total</b>			<b>\$17,202</b>	<b>\$31,543</b>	<b>\$150,000</b>	<b>\$80,000</b>	<b>(\$70,000)</b>	<b>\$80,000</b>	<b>\$0</b>	
<b>SCTV (PEG Access) Total</b>			<b>\$128,846</b>	<b>\$154,366</b>	<b>\$291,457</b>	<b>\$229,097</b>	<b>(\$62,360)</b>	<b>\$229,097</b>	<b>\$0</b>	<b>-21.4%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT 161:TOWN CLERK

#### MISSION STATEMENT:

The mission of the Office of the Town Clerk is to serve as the official record keeper and archivist of town records and statistics; to coordinate and oversee elections and voter registration in compliance with Massachusetts and local law and to assure sound documentation and access to local government for the general public and town government.

To accurately establish, maintain, and certify all vital statistics of the Town and to collect and administer licenses, registrations, and permits required by Massachusetts General Laws and Town By-Laws.

To provide courteous, competent, and efficient service to the community in an effort to maintain public confidence and respect for government.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

##### GOAL #1-ELECTION TRAINING

- A. Training in the summer of 2024 will be a priority in preparation for State Primary and November Presidential Election for all election staff.
- B. Continue training office staff and election staff in state mandated In-person Early Voting, and Vote-By-Mail for the State Primary and Presidential Election.
- C. The security and storage of elections materials is a high priority, which includes chain of custody of all ballots, media, and the voting machines. All these factors are necessary to maintain the integrity of elections. This office strictly follows all elections procedures and laws mandated by the Secretary of the Commonwealth's office Elections division.

##### GOAL #2-PUBLIC SERVICE/ELECTION INFORMATION

- A. This office would like to offer to the public information on election procedures. There is so much information made available to voters in regard to voting, that often they do not know which option to take. There are several ways to request a ballot and this can be confusing and if those options are made clearer to them, the voter will know which works best for them, whether it is early voting in person, voting by mail or simply voting at the polls on election day.
- B. Using social media such as Facebook, the Town website, Scituate Cable TV, and public speaking platforms at the library, high school and the Senior Center will be helpful to voters. All election information will be posted on the Town website and in Town Hall. (Election dates, poll hours, deadlines for requesting a Vote-by Mail or Absentee ballot, deadlines for returning the ballot, registering to vote and where to register, as well as the hours to vote early in person.)
- C. The goal of this office is to assure that every voter registered to vote in the Town of Scituate has the opportunity to vote.

## GOAL #3-VOTE-BY MAIL – STATE ELECTIONS

- A. Vote-By Mail applications are mailed to all voters by the Secretary of the Commonwealths Office and once returned to this office by voters, require a great deal of handling. Data entry, organizing and filing the Vote-By-Mail ballot requests as they are submitted to this office is a daunting task. Requests for mailed ballots come in several formats such a post cards sent in by voters that they received from the State, paper applications, and online applications. The State Elections Division provides to voters an online portal that this office checks daily.
- B. Once the absentee /early ballots are delivered to this office, they are proofed, counted and secured prior to mailing.
- C. Mailing the ballots is a time sensitive process which involves entering a ballot mailed date, creating address mailing labels, and proofing those labels to the ballot request applications as to not to miss mailing a ballot. Labels are then applied to the ballot packets, sealed, postage added and picked up by the post office. Additional election staff is hired to assist in this process so as to allow office staff the time to handle regular duties of the office and other election responsibilities.

## MAJOR BUDGET COMPONENTS

The major expenditures of the department relate to the administration of elections and town meetings. There will be three elections and two town meetings in FY2025 with the highest expected voter turnout to be on November 5, 2024 at the Presidential Election.

An election’s expenses are significantly related to personnel – staff for In-person Early Voting and preparing the “Vote by Mail” ballots, election set-up and breakdown time, and part-time personnel for Election Day, but they also relate to the expense of ballot printing (town elections), programming of voting equipment, custodial and police details. All of these procedures are statutory requirements under Mass General Law.

## FY 2025 RISKS AND CHALLENGES

The preparation for the 2024 fall elections pose the biggest challenges for this office. In addition to routine office duties, this office is tasked with ongoing election responsibilities. The most challenging issue is the process for Vote-By-Mail ballots. The data entry and filing are ongoing, labor-intensive and must be handled with attention to detail. Election staff is hired to assist with the mailing out and filing process. This office is resolute in assuring that every voter who has requested a ballot have their ballot mailed to them in a timely fashion.

## DEPARTMENTAL ACCOMPLISHMENTS

The Annual Town Meeting was held on April 10, 2023. Attendance was 184 voters.  
The Annual Town Election was held on May 20, 2023 with a turnout of 2,278 voters.  
The Special Town Meeting will be held on October 16, 2023.

On March 20, 2023 this office welcomed a new Assistant Town Clerk, Paul Ohrenberger. Part time Record’s Clerk, Andrea Gillis has been in this office for over two years now and has taken the lead on welcoming and assisting Paul with office procedures. Staff is dedicated to providing excellent customer service.

The conduct of elections and town meeting requires cooperation and teamwork from many town departments which makes for successful events. This office extends its sincere thanks to all Town Departments for their support, for their hard work, dedication and assistance with the set up and break down of elections and town meetings.

The Town of Scituate’s historic and vital records date back to the 1600s. The Town Archives, under the leadership of Archivist, Jody McDonough is always busy with requests for archival records. This office extends its gratitude Jody and to Sharry Crichfield-Lyons, Deborah Downey, Betty Foster for their ongoing dedication to the preservation of Scituate’s historic and archival documents and the research they provide.

DESCRIPTION	FY22	FY23	FY24	FY25
OF REVENUE	\$ 35,260.00	\$37,325.00	\$9,945.00 to date	\$40,000 - Projected



## Town of Scituate Request for Personnel Change FY25 Budget Cycle

Please submit this form if you are seeking an increase in hours for existing personnel in your department. One form should be submitted for each change requested.

Change in hours from 20 /week to 25 /week

Employee Name Andrea Gillis

Position Part Time Records Clerk

Hourly Rate 23.50

Budget Impact 6,133.50 rate x additional hours per week x 52.2

Justification:

The population in 2006 when I started working in this office was 18,223 with 12,500 registered voters. Now the population is close to 20,000 (census totals which do not include children whose parents do not add to their census) with 16,150 registered voters in Scituate (an increase of just under 4, 000 voters). The state sends out vote by mail cards to every voter which impacts the staff workload substantially in a biennial election year (every 2 years). Births, deaths, marriages has increased the customer service responsibilities. An increase in part time hours would be extremely beneficial to this office. Thank you.

Requestor's Name Kathleen A. Gardner

Date October 12, 2023



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:**

**Submitter's Name:**

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Town Clerk - Kathleen Gardner, Town Clerk</b>										
1161510	510300	ADDTL HOURS REQUEST	\$0	\$0	\$0	\$6,134	\$6,134	\$0	(\$6,134)	
1161510	511000	REGULAR SALARIES	\$129,388	\$132,782	\$139,858	\$146,835	\$6,977	\$146,835	\$0	
1161510	512000	OVERTIME	\$1,825	\$1,495	\$1,733	\$2,293	\$560	\$2,293	\$0	
1161510	513000	LONGEVITY	\$550	\$0	\$550	\$0	(\$550)	\$0	\$0	
1161510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1161510	518000	PART-TIME SALARIES	\$33,254	\$53,403	\$56,260	\$80,866	\$24,606	\$80,866	\$0	
1161510	519100	OTHER SALARIES	\$1,250	\$0	\$6,550	\$3,000	(\$3,550)	\$3,000	\$0	
<b>1161510 Total</b>			<b>\$166,267</b>	<b>\$187,680</b>	<b>\$204,951</b>	<b>\$239,128</b>	<b>\$34,177</b>	<b>\$232,994</b>	<b>(\$6,134)</b>	
1161520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$200	\$150	(\$50)	\$150	\$0	
1161520	530800	TRAINING	\$0	\$0	\$100	\$100	\$0	\$100	\$0	
1161520	531100	SUPPORT SERVICES/ELECTIONS	\$21,554	\$27,585	\$35,800	\$47,942	\$12,142	\$47,942	\$0	
1161520	532100	CONFERENCES/MEETINGS	\$100	\$90	\$500	\$500	\$0	\$500	\$0	
1161520	534300	BINDING & PRINTING	\$3,190	\$3,155	\$3,750	\$3,750	\$0	\$3,750	\$0	
1161520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1161520	571100	MILEAGE REIMBURSEMENT	\$67	\$81	\$300	\$300	\$0	\$300	\$0	
1161520	573100	PROFESSIONAL DUES & SUBS	\$226	\$150	\$405	\$405	\$0	\$405	\$0	
<b>1161520 Total</b>			<b>\$25,136</b>	<b>\$31,061</b>	<b>\$41,055</b>	<b>\$53,147</b>	<b>\$12,092</b>	<b>\$53,147</b>	<b>\$0</b>	
1161540	542000	OFFICE SUPPLIES	\$1,538	\$2,274	\$2,600	\$2,600	\$0	\$2,600	\$0	
1161540	542300	ARCHIVES	\$703	\$558	\$1,000	\$1,000	\$0	\$1,000	\$0	
1161540	542500	PRINTING & FORMS	\$0	\$0	\$630	\$630	\$0	\$630	\$0	
<b>1161540 Total</b>			<b>\$2,241</b>	<b>\$2,832</b>	<b>\$4,230</b>	<b>\$4,230</b>	<b>\$0</b>	<b>\$4,230</b>	<b>\$0</b>	
<b>Town Clerk Total</b>			<b>\$193,645</b>	<b>\$221,574</b>	<b>\$250,236</b>	<b>\$296,505</b>	<b>\$46,269</b>	<b>\$290,371</b>	<b>(\$6,134)</b>	<b>16.0%</b>

## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: CONSERVATION**

### **MISSION STATEMENT:**

Administer and enforce the State Wetland and Rivers Protection Acts, Scituate Wetland Bylaw, and Stormwater Bylaw. Assist residents with questions and permitting. Manage public conservation land and perform outreach for education of the town's coastal and inland natural resources, and environmental issues.

### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

#### **1. Improve the permitting process:**

- Ensure that the requirements of applicable state and local regulations are met.
- Increase efficiency.
- Hold public meetings.

#### **2. Assure alterations of Scituate's Resource Areas are minimized:**

- Educate residents, contractors, and town officials on the importance of complying with the Massachusetts Wetland Protection Act (WPA) and Rivers Protection Act (RPA), the Scituate Wetland Bylaw (SWB), and the State and Town's Stormwater Regulations.

#### **3. Increase utilization of Town Open Space properties:**

- Work with the Conservation Commission and volunteers to maintain access and parking areas, new trails, and kiosks.
- Develop parking and access on newly acquired Open Space parcels.
- Improve recreational fishing access on existing Open Space parcels by repairing and improving ADA accessibility to pier.
- Identify, improve and develop plan for improving ADA accessibility.
- Help the Open Space volunteers distribute trail maps.
- Educate residents about the benefits and beauty of public land and natural resources.

#### **4. Provide ongoing technical assistance to Planning, Building, Health, DPW and other town staff; residents, elected officials, appointed boards and committees:**

- Participate in Planning and Development meetings.
- Meet with state, federal and Scituate officials (Coastal Manager, Planning, Building, Health, Fire and Public Works) to implement strategies to provide improved storm protection.
- The Conservation Department will streamline the process by offering concise guidance as to the necessary level of permitting required.
- Collaborate with the Coastal Management Officer to help maintain the current CRS Rating.
- Participate as a member of the town's Emergency Management Team to mitigate coastal impacts and refine tools for the management and regulation of coastal development in flood prone areas.
- Work with DPW to insure that public work projects in, or adjacent to, coastal and inland resource areas are performed in compliance with the applicable regulations.

- Educate the public on changing coastal needs and appropriate responses to minimize impacts from coastal storms given climate change, sea level rise and coastal erosion.
- Continue to issue Minor Activity Permits, as appropriate for work in the buffer zone or resource areas to address post severe storm cleanup.
- Review Departmental Policies and Procedures: Review file management systems, enhance accessibility of Departmental documents.

## **MAJOR BUDGET COMPONENTS**

The Conservation Department's budget consists of the following:

- Salary for **three** member staff consisting of the Conservation Agent / Natural Resources Officer, the Coastal Management position, and the Conservation Commission Senior Clerk;
- Postage, travel and mileage expenses, office supplies;
- Conferences and trainings for staff and Conservation Commission members;
- Administration of conservation land trusts: the Driftway Park account for maintenance and development; and the Conservation Fund for maintenance and keeping public conservation land safe and accessible.

## **FY 2025 RISKS AND CHALLENGES**

- **File Management.** Organizing of active and archived project case files is a serious challenge. With over 3,700 currently active and closed NOI case files; 1,000 of these case files are active project files either currently in construction or pending. The department has out grown our office area with demand for storage more than existing file cabinet storage area, and archived area in the basement also exhausted. Our current and future needs should be evaluated and the best system to either manage existing space, obtain an alternate area, and address future needs be determined given the amount of project files and inadequate storage area.
- **Construction Oversight.** Dozens of properties with valid permits are under construction. Ongoing demands of construction oversight of projects to ensure project compliance is very time consuming for the Conservation Agent. Lack of oversight during critical times in the construction process can be a challenge in maintaining permit compliance.
- **Violations and Enforcement.** The Conservation Commission currently has many open Enforcement cases in process. These cases require a tremendous amount of time and effort to coordinate responses often including legal action.
- **New Permit Applications.** Development continues to be very active in Scituate. An abundance of meetings regarding the proper planning of new development is very time consuming for the Conservation Agent.
- **Certificates of Compliance and Extension Requests.** Extreme Demand for Certificates of Compliance to close out a project with past Orders in preparation for a sale or refinance is also a very timing consuming task both administratively for the Department and for the Conservation Agent to verify and sign off on old cases.

- **Office Management.** Assisting with permit application processing, entering data, providing technical assistance to residents, contractors, and Commission members, organizing and preparing for public meetings in a professional, courteous manner are just some of the duties which are performed by our Senior Clerk.
- **Open Space Management.** Management of our existing trails, trail heads and parking areas to provide excellent access and well taken care of properties. Ensuring Conservation Restrictions are kept up with annually. Improving access of parking and ADA accessibility and compliance is expensive and will require working with state departments and identifying a reliable funding source.
- **Economic Development.** Increase of commercial and residential development projects, apartment or condominium and/or affordable housing have been observed. Several 40B projects and subdivisions are in progress and anticipated to begin permitting. These large projects bring additional burden to the office in that they are very time consuming.
- **Updating Town Bylaws and Regulations.** Pending upcoming updates to state Land Subject to Coastal Storm Flowage Regulations and MA DEP Stormwater Standards, the town will need to revise and update the Wetland Regulations. Additionally, an Illicit Discharge Bylaw to comply with MS4 and FEMA Flood Bylaw should be moved to the town General Bylaw and coordinated with the DPW and Building Commissioner.

## ACCOMPLISHMENTS

Oversee permitting of work within jurisdictional areas pursuant to the Massachusetts Wetlands Protection Act, Scituate Wetlands Bylaw, Rivers Protection Act, and Scituate Stormwater Bylaw as follows:

- **65** Notice of Intents (NOI's) resulting in Orders of Conditions (OOCs) or project Denials for projects;
- **7** Amendments to Order of Conditions issued
- **35** Requests for Determinations (RDA) for smaller projects in the outer Buffer Zone, or project with a lesser likelihood of having a direct impact;
- **32** Determinations of Applicability (DOA's) issued;
- **12** Stormwater permits;
- **18** Violations; all complaints of wetland violations on private or public land are investigated.
- **450** site visits to monitor existing permit conditions and to investigate and sign off on new permit applications and demonstrate compliance;
- **55** Minor Activity Permits for projects within the buffer zone where little or no impact is expected or to facilitate post severe storm cleanup;
- **61** Certificates of Compliance (CoC's) when a project has been performed in a manner consistent with their permit. These projects were permitted between inception of the Act in 1983 and current;
- **25** Conservation Commission Public Meetings; public hearings for permit applications; successfully transitioned to virtual hearings with minimal delay for permit applications during COVID-19 pandemic.
- **3** Extensions to Orders of Conditions
- Signoffs on ALL new permit applications of Board of Health Title V systems, Building Permit construction projects, and Planning and Zoning Board applications;

- Oversaw permitting and construction of ongoing projects
- Oversaw permitting of projects to improve water capability including and reservoir expansion, drinking water improvements, Widows Walk, Town Marina, Harbor, Schools,
- Assisted the Coastal Resource Officer with the Community Rating System (CRS) Update
- Participate in Emergency Management Team for Storm events
- Update Conservation Regulations to reflect required FEMA updates
- Work with town counsel and Wildlands Trust to create town wide Conservation Restrictions and annual open space property checks
- Participated in purchasing additional town Open Space and participated in Coastal Resiliency Grants
- Participate in EA and permitting process for Foreshore Protection projects and FEMA reimbursement
- Organized Beach Grass planting at Peggotty Beach
- Trails and kiosks
- Continue to meet remotely for public meetings
- Added meetings to accommodate uptick in permitting

<b>DESCRIPTION OF REVENUE</b>	<b>FY/21</b>	<b>FY/22</b>	<b>FY/23</b>	<b>YTD FY/24</b>	<b>FY/25 Estimate</b>
Filing Fees	\$40,584.40	\$42,039.5	\$37,113.75	\$9,873.50	\$30,000
				*as of 9/15/2023	



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Conservation

**Submitter's Name:** Amy Walkey

Please check off all those that apply and provide a brief explanation.

- Climate Change and Sea Level Rise**  
Administer MA WPA and local Wetland Bylaw. Cont' to permit elevating eng. structures, seawall replacements and beach/ dune nourishment projs.
- Climate Change & Ecology**  
Same as above.
- Open Space & Recreation**  
Provide excellent access and actively maintain current open space and recreation land. Seek ou new opportunities to acquire and improve.
- Housing Diversity**
- Land Use**
- Zoning**
- Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Conservation - Amy Walkey, Conservation Agent &amp; Natural Resource Officer</b>										
1171510	511000	REGULAR SALARIES	\$196,208	\$223,014	\$231,666	\$241,858	\$10,192	\$241,858	\$0	
1171510	512000	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1171510	513000	LONGEVITY	\$0	\$800	\$1,350	\$1,350	\$0	\$1,350	\$0	
1171510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1171510	518000	PART-TIME SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1171510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1171510 Total</b>			<b>\$196,208</b>	<b>\$223,814</b>	<b>\$233,016</b>	<b>\$243,208</b>	<b>\$10,192</b>	<b>\$243,208</b>	<b>\$0</b>	
1171520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$100	\$100	\$0	\$100	\$0	
1171520	530800	TRAINING	\$20	\$0	\$0	\$0	\$0	\$0	\$0	
1171520	530900	TECHNICAL SERVICES	\$0	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	
1171520	532100	CONFERENCES/MEETINGS	\$20	\$75	\$650	\$650	\$0	\$650	\$0	
1171520	534300	BINDING & PRINTING	\$511	\$0	\$1,000	\$1,000	\$0	\$500	(\$500)	
1171520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1171520	534600	LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1171520	571100	MILEAGE REIMBURSEMENT	\$1,840	\$2,012	\$750	\$750	\$0	\$1,250	\$500	
1171520	573100	PROFESSIONAL DUES & SUBS	\$20	\$30	\$1,200	\$1,200	\$0	\$1,200	\$0	
<b>1171520 Total</b>			<b>\$2,411</b>	<b>\$2,117</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$0</b>	<b>\$4,700</b>	<b>\$0</b>	
1171540	542000	OFFICE SUPPLIES	\$590	\$273	\$600	\$600	\$0	\$600	\$0	
1171540	542500	PRINTING & FORMS	\$314	\$188	\$550	\$550	\$0	\$550	\$0	
1171540	558100	CLOTHING	\$250	\$250	\$250	\$250	\$0	\$250	\$0	
<b>1171540 Total</b>			<b>\$1,154</b>	<b>\$711</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$0</b>	
<b>Conservation Total</b>			<b>\$199,773</b>	<b>\$226,642</b>	<b>\$239,116</b>	<b>\$249,308</b>	<b>\$10,192</b>	<b>\$249,308</b>	<b>\$0</b>	<b>4.3%</b>



## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: PLANNING

**MISSION STATEMENT:** The mission of the Planning Department is 1) to ensure new development and redevelopment is in conformance with local bylaws and regulations; 2) to promote long range planning for the Town's physical development in coordination with other Town officials, committees and departments; and 3) to provide sound professional advice and technical expertise to interested citizens and officials as related to Planning Board applications, planning matters and land use in Scituate.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Implement Recommendations of the Master Plan
  - A. Development of bylaw changes to insure best approaches to land use management – considering potential parking refinements, consider floor area ratio and/or lot coverage/land clearing bylaw, and bylaws to allow residential development under more circumstances. Accessory Dwelling bylaw should be updated and regulation of short term rentals is being considered.
2. Implement zoning for North Scituate and Greenbush.
  - A. Meet with stakeholders to discuss upcoming development projects and future applications.
3. Ensure land use regulations are applied fairly and consistently, and in a manner, which protects the Town and other stakeholders.
  - A. Invite proponents of large projects to meet with the Development Review Team prior to submitting applications to identify any important issues early on.
  - B. Meet with project proponents prior to filing to assist in bylaw interpretations and requirements.
  - C. Standardize procedures to simplify administration and enforcement of permitting requirements.
  - D. Attend site visits with our consulting engineers to make sure projects are constructed per their approved conditions.
  - E. Update Stormwater Regulations to go along with General Stormwater Bylaw after DEP revises their regulations.
4. Review Departmental Policies and Procedures.
  - A. Review file management systems.
  - B. Enhance accessibility of departmental documents.

### MAJOR BUDGET COMPONENTS

The major budget components of the Planning Department are personnel salaries, technical services, professional memberships and/or dues, support conferences/meetings, and printing/binding. Zoning Bylaws and maps are reprinted from our budget when changes occur.

### FY 2025 RISKS AND CHALLENGES

The Planning Department helps maintain a high-quality built environment in the Town of Scituate which provides strong tax revenue to support local government services and preserves the character that defines the Town and has strong appeal to many residents. The primary risks and challenges facing the Planning Department are described in detail below.

### Land Development

The Planning Board receives more and more applications for development on marginal land, where it is frequently difficult to achieve good access, percs, drainage, and sufficient developable land area. There are many small (5,000 - 10,000 sq. ft.) lots in Scituate and neighbors are legitimately concerned about problems from increased density, increased lot coverage, intensification of use from raze and reconstruction, construction activity, stormwater and other impacts of development. Demolition of smaller homes and replacement with much larger structures along the shore, and throughout Scituate, exacerbates the problem and intensifies development in areas that may be inappropriate due to flooding or demands on emergency services. With Scituate's high-water table and tight soils, stormwater management is very challenging, and is a major concern of residents. Developers want to maximize site development to the fullest extent possible despite problematic existing conditions.

### Enforcement of Permit Conditions

The Planning Department works hard to administer and enforce bylaw and permit conditions so that Scituate remains a desirable community where people want to live and work. There is not enough time or manpower to enforce all permits issued by the Planning Board or Town Planner, thus only major items are enforced with some projects being neglected. More time is now required for Planning sign off on building and occupancy permits with the building department software and directive that all new land development projects and Planning Board permit projects be signed off on due to building permits and occupancy permits being given without Planning Board knowledge. Some permit holders only do a marginal amount of work to administer their permit and they need to be held accountable..

### Residential Taxes

Residential properties bring the Town tax revenue, but they also come with costs for schools and services, so there is an inherent risk in maintaining a tax base which is largely residential. Other towns are closer to major highways and population centers and may be more competitive in attracting new business. The Planning Department works with developers to create vibrant villages that encourage more commercial and pedestrian friendly development

## DEPARTMENTAL ACCOMPLISHMENTS

- Implementing a Village Center and Neighborhood District zoning for North Scituate on projects.
- Implementing Village Center and Neighborhood District zoning in Greenbush on multiple projects.
- Working to develop zoning for Section 3A of Ch 40a for MBTA Communities Compliance for ATM 2024
- Working to develop a new Wireless Communications Bylaw in response to citizen opposition of small cell attachments for ATM 2024
- Worked with Planning Board, DPW and Town Administrator on a broad range of municipal infrastructure issues in Greenbush to plan for future.

- Working with Drew Co. to implement mixed-use development in upper MBTA parking lot in Greenbush. Construction expected to be complete in fall 2023.
- Administered development approvals by the Planning Board. This included developing agendas; addressing concerns of abutters, coordinating work of consulting engineers, coordinating with applicants, completing minutes, monitoring legal timeframes, completing legal forms, drafting findings, conditions and motions. Filed decisions and conducted site inspections. Made recommendations on all major development applications requiring Planning Board approval.
- Implemented regular meetings of the Development Review Team.
- Produced common driveway bylaw for Town Meeting 2023. Approved by Attorney General.
- Produced changes to parking bylaw for town Meeting 2023. Attorney General approved.
- Produced minor changes to Village Center and Neighborhood District bylaw including setback/stepback and penthouses at Special Town Meeting 2022. Attorney General approved.
- Updated the Master Plan in FY20-21. Working on implementation.
- Managed active construction sites including Seaside at Scituate by Toll Brothers, Curtis Estates, the Residences at Driftway Place - SkySail, 48 New Driftway (gas station), 14 – 16 Old Country Way, 485 Country Way, 6 MacDonald Terrace.
- Worked with Town Counsel to implement minor changes to the Stormwater Regulations in August 2023.
- Implementing an inclusionary zoning bylaw.
- Updated the Subsidized Housing Inventory (SHI) for Scituate.
- Implemented many stormwater permits and accessory dwelling special permits.
- Held several informal discussions regarding potential new developments.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
	\$16,699.24	\$16,609	\$4,700	\$5,000	



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Planning

**Submitter's Name:** Karen Joseph

Please check off all those that apply and provide a brief explanation.



**Climate Change and Sea Level Rise**

Revisions to zoning for Section 3A compliance for MBTA communities tries to put less of the increased density in floodplain areas



**Climate Change & Ecology**

The PB limits fertilizers in decisions in the WRPD, asks for replacement trees where appropriate and encourages limits of work to be tight



**Open Space & Recreation**

For density bonus projects, the PB asks for money to be used toward improvements in Driftway parks and sidewalks where appropriate



**Housing Diversity**

Proposed zoning for the Section 3A compliance for MBTA communities provides for multi-family housing and mixed-use development



**Land Use**

Proposed zoning for Section 3A compliance for MBTA communities is smart growth within 1/2 of 2 commuter rail stations



**Zoning**

Proposed zoning for Section 3A compliance for MBTA communities tries to keep increased density to a minimum and use existing mixed-use areas



**Cultural & Historic Preservation**

Redoing zoning for wireless communications to help preserve character, views and land values of Scituate Harbor neighborhoods

- Economic Development**  
Zoning for Section 3A compliance for MBTA communities takes advantage of the Town's mixed-use development areas to keep them vital
- Transportation Infrastructure**  
Traffic studies are required for new projects which may add significant traffic. Traffic mitigation funds being conditioned on many projects.
- Water Infrastructure**  
Water studies are required to be undertaken of new projects in the Village Center and Neighborhood District increasing water capacity
- Sanitary Infrastructure**  
Sewer studies are required to be undertaken of new projects in the Village Center and Neighborhood District increasing sewer capacity
- None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Planning - Karen Joseph, Town Planner</b>										
1175510	511000	REGULAR SALARIES	\$229,586	\$141,712	\$255,223	\$277,361	\$22,138	\$277,361	\$0	
1175510	513000	LONGEVITY	\$1,100	\$1,650	\$1,650	\$1,650	\$0	\$1,650	\$0	
1175510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175510	518000	PART-TIME SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1175510 Total</b>			<b>\$230,686</b>	<b>\$143,362</b>	<b>\$256,873</b>	<b>\$279,011</b>	<b>\$22,138</b>	<b>\$279,011</b>	<b>\$0</b>	
1175520	524100	OFFICE MACHINE MAINT	\$125	\$0	\$125	\$125	\$0	\$125	\$0	
1175520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175520	530900	TECHNICAL SERVICES	\$6,250	\$82	\$6,000	\$6,000	\$0	\$6,000	\$0	
1175520	532100	CONFERENCES/MEETINGS	\$0	\$190	\$1,000	\$1,000	\$0	\$1,000	\$0	
1175520	534300	BINDING & PRINTING	\$2,262	\$1,020	\$1,100	\$1,100	\$0	\$1,100	\$0	
1175520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175520	534600	LEGAL ADVERTISING	\$0	\$0	\$75	\$75	\$0	\$75	\$0	
1175520	571100	MILEAGE REIMBURSEMENT	\$337	\$458	\$500	\$500	\$0	\$500	\$0	
1175520	573100	PROFESSIONAL DUES & SUBS	\$154	\$154	\$850	\$850	\$0	\$850	\$0	
<b>1175520 Total</b>			<b>\$9,127</b>	<b>\$1,903</b>	<b>\$9,650</b>	<b>\$9,650</b>	<b>\$0</b>	<b>\$9,650</b>	<b>\$0</b>	
1175540	542000	OFFICE SUPPLIES	\$424	\$559	\$1,200	\$1,200	\$0	\$1,200	\$0	
1175540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175540	558100	CLOTHING	\$0	\$0	\$0	\$250	\$250	\$250	\$0	
<b>1175540 Total</b>			<b>\$424</b>	<b>\$559</b>	<b>\$1,200</b>	<b>\$1,450</b>	<b>\$250</b>	<b>\$1,450</b>	<b>\$0</b>	
1175580	585200	FURNISHINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1175580	585300	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1175580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Planning Total</b>			<b>\$240,238</b>	<b>\$145,824</b>	<b>\$267,723</b>	<b>\$290,111</b>	<b>\$22,388</b>	<b>\$290,111</b>	<b>\$0</b>	<b>8.4%</b>

**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: ZONING BOARD OF APPEALS 176**

**MISSION STATEMENT:**

The mission of the Zoning Board of Appeals is to impartially hear and judge matters requiring interpretation of, and/or relief from, provisions of the Town’s Zoning Bylaws, and matters for which the Bylaws designate the ZBA as the permitting authority. The Board also administers, monitors and conditions affordable housing projects coming before the Town according to provisions of the State 40B program. The core of the Board’s activity is the public hearing process which provides a forum where proposed projects are presented for public information and input. When making its decisions, the Board considers this input in conjunction with Bylaw language, applicable State statutes and relevant case law.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:**

**GOAL:**

To consider each matter which comes before the Board in a comprehensive and consistent manner and arrive at a decision which respects the rights of all parties, is equitable and conforms to established precedent.

**OBJECTIVES:**

- To administer the zoning appeals process in a manner that conforms to Town and State regulations and the public meeting law.
- To hold public hearings in an atmosphere of inclusiveness and open minded acceptance of the views of all parties.
- To treat all parties and points of view with respect and to insure parties and hearing participants are respectful in their interaction with each other and the Board.
- To render decisions that are complete, correct and will be upheld in case of appeal.

**MAJOR BUDGET COMPONENTS:**

The Department’s budget consists almost solely of personnel expenses and office supplies. Department personnel consists of a senior clerk position allocated 50% to Zoning and 50% to Inspections. Office supplies include mailing envelopes for abutter notification and miscellaneous supplies.

- Personnel expenses – 96%
- Other expenses (supplies, etc.) – 4%



**FY 2025 RISKS AND CHALLENGES:**

The Board is challenged by an increasing work load. As the Town becomes more developed, suitable land without “problems” is becoming scarce. This results in more projects requiring some type of relief from the Board. Also, when home owners, many of them with pre-existing, non-conforming lots and/or setbacks, decide to expand rather than relocate, these projects must come before the Board for relief and this is becoming increasingly common as housing costs and interest rates rise. Transit oriented projects in the Greenbush village area and, to a lesser degree, in the North Scituate village area, are becoming more common. These are typically large (by Town standards) and often present complex permitting issues for multiple Boards including the ZBA.

The administration and monitoring of 40B projects presents another challenge, creating additional responsibilities and time commitment for the Board and supporting staff. Although it appears there will be no new 40B’s in FY 25, the Old Oaken Bucket project will be ongoing and will require Board involvement and staff oversight.

**DEPARTMENTAL ACCOMPLISHMENTS:**

In FY 24, from July 1 to the date of this writing (October 1) the Board heard 17 applications. Each application resulted in a well-reasoned decision. Decisions are typically written up by Board members and, once filed with the Town Clerk and the Registry of Deeds, follow and condition the use of a property going forward and/or allow a project which does not meet the Town’s present zoning criteria.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
	\$9,600.00	\$13,100.00	\$3,600.00	\$14,400.00	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Zoning Board of Appeals - Robert Vogel, Building Commissioner &amp; Zoning Enforcement Agent</b>										
1176510	512000	OVERTIME	\$363	\$794	\$1,200	\$1,248	\$48	\$1,248	\$0	
1176510	513000	LONGEVITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1176510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1176510	518000	PART-TIME SALARIES	\$23,708	\$24,566	\$26,048	\$25,940	(\$108)	\$25,940	\$0	
1176510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1176510 Total</b>			<b>\$24,072</b>	<b>\$25,359</b>	<b>\$27,248</b>	<b>\$27,188</b>	<b>(\$60)</b>	<b>\$27,188</b>	<b>\$0</b>	
1176520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1176520	530900	TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1176520	532100	CONFERENCES/MEETINGS	\$0	\$0	\$150	\$150	\$0	\$150	\$0	
1176520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1176520	573100	PROFESSIONAL DUES & SUBS	\$152	\$0	\$400	\$400	\$0	\$400	\$0	
<b>1176520 Total</b>			<b>\$152</b>	<b>\$0</b>	<b>\$550</b>	<b>\$550</b>	<b>\$0</b>	<b>\$550</b>	<b>\$0</b>	
1176540	542000	OFFICE SUPPLIES	\$786	\$548	\$550	\$550	\$0	\$550	\$0	
<b>1176540 Total</b>			<b>\$786</b>	<b>\$548</b>	<b>\$550</b>	<b>\$550</b>	<b>\$0</b>	<b>\$550</b>	<b>\$0</b>	
<b>Zoning Board of Appeals Total</b>			<b>\$25,009</b>	<b>\$25,908</b>	<b>\$28,348</b>	<b>\$28,288</b>	<b>(\$60)</b>	<b>\$28,288</b>	<b>\$0</b>	<b>-0.2%</b>

## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: Economic Development Commission 182**

### **MISSION STATEMENT:**

**The mission of the Economic Development Commission is to enhance the existing business community, attract new business and customers and encourage re-development and new development as may be advisable in order to increase the Town's tax revenue, income, job base and overall economic health.**

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue to carry out recommendations of Visioning Plans for Greenbush and North Scituate.
2. Continue to support the promotion of the Scituate brand to more fully market the Town to visitors, potential customers and new businesses.
3. Encourage villages to develop new, low-cost programming to entice residents to engage with local business, attract visitors to the Town in all seasons. Pursue comprehensive long-range planning to guide the actions of the community and insure the best approaches to land use management.
4. Consider requests to fund economic development initiative from other Town agencies and non profits

### MAJOR BUDGET COMPONENTS

The EDC's budget includes three basic components: to encourage new business development in Scituate's village centers, to continue the ongoing branding of Scituate, to help the villages develop programs that attract residents along with visitors and create vibrant communities and to fund a number of other activities that cannot be foreseen, but that support the overall economic development of the Town.

Most tasks are carried out by one or more consultants, who are overseen by the EDC. Costs include consultant contracts, printing, mailing RFP's and contracts, and similar items.

### FY 2025 RISKS AND CHALLENGES

Economic development is a key source of revenue through contribution to the tax base. If this contribution is not realized, the Town risks a reduction in services including schools, public safety and other essential government functions. Specifically, if branding is not continued, the Town risks both losing actual customers and showing a lack of commitment to a visible Town program. Imperative to the success of town branding is the support of local events, town promotion/marketing and public

improvements all for the best interest of residents and visitors alike. Using the EDC 2014 study and the Master plan 2040 that was recently completed. It states: ***In order to grow the tax base needed to fund expensive infrastructure projects, the Town will need to devise a strategy for sustainable economic development. One way to do this is to better leverage Scituate's attractive resources to enhance the tourism industry and capture more revenue. Scituate has a unique opportunity to combine coastal and inland tourism by leveraging access to Scituate Harbor with access to trails and conservation land. The Town should consider a marketing program that incorporates both and ties access from the commuter rail to access by bike or shuttle so that visitors do not have to drive.***

Investing in Scituate's tourism industry will not only increase attendance at tourism related venues, but additionally contribute to the general services within the town, including but not limited to basic services such as gas stations, grocery stores, restaurants, salons etc. Thus increased visitor attendance will increase the tourism industry's contribution to Scituate's economy and tax base overall.

For FY 2025, EDC will implement a grant application requirement for any qualifying entity that wishes to apply for a specific event or project that fits into the guidelines as designed by EDC in collaboration with town administrator. In addition, EDC has the unique opportunity and obligation to encourage more revenue streams for the town of Scituate and plans to focus on that for 2025.

#### DEPARTMENTAL ACCOMPLISHMENTS

- EDC completed the Scituate Loves Local campaign that successfully coordinated efforts to support local business. SLL brought together the business community, the established business organizations and local residents in the joint effort to promote initiatives and best business practices.
- The formation of the Scituate Visitors Center was a direct result of the work that was done thru SLL. EDC lead the committee as they developed into a 5013c and funded the development of the website. The mission for the Scituate Visitors Center is to promote Scituate as a travel destination, improve the quality and quantity of the visitor experience and boost the local economy.
- While encouraging business and residents to collaborate, EDC has built a strong relationship with the business community and participates on many of the other town committees. By demonstrating a desire to be active in many aspects of the community, our work has resulted in the recognition of tremendous opportunities for working together towards the same goals.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Economic Development Commission</b>										
1182520	530900	TECHNICAL SERVICES	\$45,206	\$36,174	\$46,000	\$46,000	\$0	\$46,000	\$0	
1182520	532100	MEETINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1182520	534300	PRINTING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1182520 Total</b>			<b>\$45,206</b>	<b>\$36,174</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$0</b>	<b>\$46,000</b>	<b>\$0</b>	
1182570	595900	ECON DEV STABILIZATION FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1182570 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Economic Dev Comm (Shared) Total</b>			<b>\$45,206</b>	<b>\$36,174</b>	<b>\$46,000</b>	<b>\$46,000</b>	<b>\$0</b>	<b>\$46,000</b>	<b>\$0</b>	<b>0.0%</b>

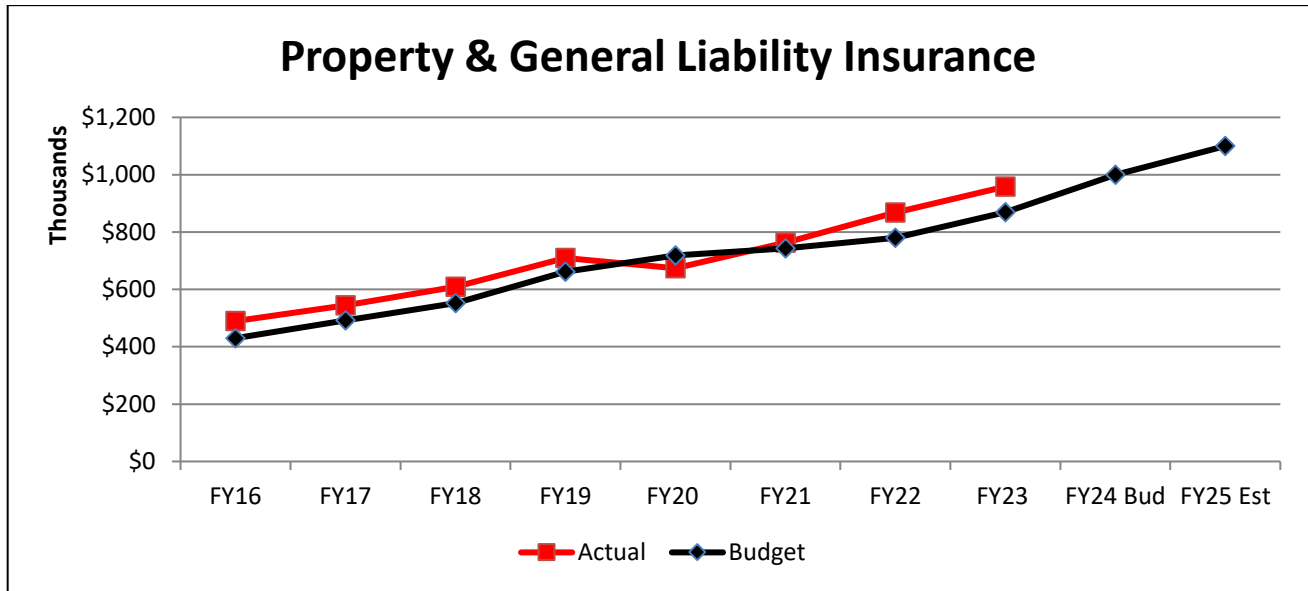
**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: GENERAL LIABILITY 192**

**MISSION STATEMENT:**

To provide comprehensive blanket insurance coverage for Town and school property, equipment, staff and officials in the event of a loss or incident.



**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

The Town predominantly insures with the Massachusetts Inter-Local Insurance Association (MIIA). MIIA is a Massachusetts Municipal Association subsidiary and it provides insurance exclusive to municipalities. Its programs, coverage and incentives for discounts benefit the overall cost impact as well as potential exposure to liability. The Town meets annually with MIIA to discuss best practices and review coverage limits and options. In response to rising costs, several lines of coverage have been moved to other carriers and deductibles increased.

MIIA does not vote renewal rates until March. As our budget is due the beginning of January, this line item is difficult to project and may be revised when more information is received after the first of the year. The Financial Forecast Committee has incorporated a 10% increase in the line for FY25. The Town has received \$41,621 in credits towards its premiums in FY24 for prompt payment, various incentives and participation in loss prevention measures and will continue that in FY25. The Town also will maintain its cyber security and drone insurance.

**MAJOR BUDGET COMPONENTS**

This line item includes: Property/Crime/Inland Marine Damage Insurance, General Liability Insurance, Automobile, Professional Liability (public, school law), Excess Liability, Cyber Security, Drone, Flood

(limited locations), Notarial services, Police and Fire Accident and related coverages. For General Liability property losses the current deductible is \$10,000 and for Employer's Liability it is \$7,500. There is a contingency in this line item for the cost of deductibles incurred throughout the year.

Any insurance renewal is dependent upon two factors: market changes and loss history of the insured. In general, most contractual budgetary amounts from year to year are contingent on losses not exceeding a certain threshold. Our Statement of Values is reviewed annually to insure we are up-to-date and reflective of current market values for the lines of insurance we carry.

**FY 25 RISKS AND CHALLENGES**

With MIIA we have a strong Loss Control Program with quarterly inspections and regular meetings of a Safety Committee. Annually the statement of values and fleet listings are returned to departments to verify. An examination of coverage levels and deductibles is ongoing to mitigate increasing costs.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>General Liability &amp; property Insurance - James M. Boudreau, Town Administrator</b>										
1192570	574000	LIABILITY/PROPERTY INSURANCE	\$867,934	\$958,519	\$1,099,981	\$1,209,979	\$109,998	\$1,209,979	\$0	
<b>1192570 Total</b>			<b>\$867,934</b>	<b>\$958,519</b>	<b>\$1,099,981</b>	<b>\$1,209,979</b>	<b>\$109,998</b>	<b>\$1,209,979</b>	<b>\$0</b>	
<b>Gen Liab/Property Insurance (Shared) Total</b>			<b>\$867,934</b>	<b>\$958,519</b>	<b>\$1,099,981</b>	<b>\$1,209,979</b>	<b>\$109,998</b>	<b>\$1,209,979</b>	<b>\$0</b>	<b>10.0%</b>



# TOWN OF SCITUATE

## Police Department

### MISSION STATEMENT:

To serve and protect our community with dedication, integrity, and compassion. The Scituate Police Department is committed to upholding the law, ensuring public safety, and fostering positive relationships through proactive community engagement and responsive law enforcement.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

- Review and Expand Department Emergency Preparedness
  - Perform all hazards identification and consequence analysis to develop operational-specific emergency procedures and plans (2<sup>nd</sup> Qtr.)
  - Consult, liaise with, and inform the public and other external agencies, as appropriate, of the procedures, plans, and training materials to educate and prepare those who may be involved in or affected by an emergency (3 Qtr.)
  - Complete exercises to test our plans and processes (4<sup>th</sup> Qtr.)
- Evolve and Sustain On-going Department Initiatives
  - Perform officer training and implement Standard Operating Procedures (SOP) for newly acquired Marine Unit SAFE Boat (1<sup>st</sup> Qtr.)
  - Implement Officer Wellness Technology Platform (1<sup>st</sup> Qtr.)
  - Perform analysis and implement Computer Aided Dispatch (CAD) / Records Management System (RMS) (4 Qtr.)
  - Purchase, install and establish operating parameters for regional shooting range to meet MPTC requirements. (4 Qtr.)
- Develop Department Policies and Procedures
  - Continue the review and development of policies for MPAC Accreditation (On-Going)
  - Conduct reviews of policies, procedures and training programs to maximize the benefits of Massachusetts Inter-local Insurance Association (MIIA) programs and reduce overall department liability. (On-Going)
  - Achieve Certification through the Massachusetts Police Accreditation Commission (MPAC) (4<sup>th</sup> Qtr.)
- Be an active partner in quality education and service to our community
  - Develop and provide public education for a security camera registration program for business and residential use for preventive and investigative purposes (1<sup>st</sup> Qtr.)
  - Explore and expand social media presence as a method to encourage community engagement (Facebook, Twitter (X), YouTube, Instagram, etc.). (1<sup>st</sup> Qtr.)
  - Develop and implement community engagement programs including a Citizens Police Academy, Junior Police Academy, and other programs with community partners. (2<sup>nd</sup> Qtr.)

- Expand public engagement through attendance at community meetings and neighborhood groups (2<sup>nd</sup> Qtr.)

## MAJOR BUDGET COMPONENTS

**Administration:** The Chief, Deputy Chief, Administrative Assistant, and Records Clerk make up this function. Other officers throughout the department assist by providing operational redundancy to the administrative functions. Administration manages the budget, creates policy and procedures, oversees record keeping and ensures proper staffing.

**Patrol:** This function is managed by a Lieutenant Watch Commander. Five Sergeants provide patrol supervision for 24 Patrol Officers scheduled across three shifts daily. In addition, the Patrol Lieutenant oversees the department's complement of part-time Police Officers.

- **New Officer Request:** The department has identified a need to change our operational and staffing models. In order to provide safe, appropriate and community focused policing, the department seeks to add six full-time officers to the existing complement of 38 full-time officers.

**Specialist:** This function is managed by a Lieutenant in charge of Special Operations. The department's full-time specialized functions include Detectives, Criminal Prosecution, School Resource, Traffic Enforcement, Special Operations and Natural Resources. Additionally, there are a number of part-time specialist functions within this purview including social service and community engagement, evidence management, special event planning, K-9, fleet management, firearms, field training, dive and maritime response.

**Investigations:** This function falls under the general oversight of the Special Operations Lieutenant; with day-to-day operations and METRO assignments managed by a Detective Sergeant. There are two full-time detectives assigned to the Detective Bureau. The detectives work collaboratively with federal drug and cyber task forces, the Old Colony Police Anti-Crime Task Force, Massachusetts State Police and other federal law enforcement agencies.

## FY2025 RISKS AND CHALLENGES

As police officers, we participate in the world's most incredible and consequential "team experience." We rely on our brother and sister officers daily to serve our constituents and work together to ensure we all go home safely. The close-knit nature of policing fosters strong bonds among officers. Working together as part of a team and supporting one another through challenging and often traumatic situations leads to camaraderie and shared connections. Reflecting these bonds back onto our constituents, allowing the community to see the humanity in our officers, and encouraging our officers to work collectively to drive our strategic plan forward is fundamental to our overall success.

As we embark upon the new year, there are a number of risks and challenges that we should be aware of and will focus attention on:

- Officer Recruiting and Retention
  - Policing in the United States has changed dramatically over the past decade. Shifts in cultural norms, enhanced regulatory requirements, limited candidate pool, and changes to the overall landscape in which police officers must operate are different. We must work collectively and creatively to ensure we retain our best officers while attracting the foremost talent to join our ranks. We must continue to reimagine our staffing paradigms and organizational structure as we transition away from the Civil Service system and pivot our operational model to satisfy the public safety needs of our community without the cadre of seasonal/part-time officers that we have historically employed.
- Officer Well-Being & Mental Health
  - We must prioritize the well-being of our most valuable asset, our employees. Our agency must take a multi-pronged approach to proactively provide our officers with the appropriate tools to promote a healthy mental and physical lifestyle while delivering the necessary services to support them in times of crisis.
- Community Mental Health & Crisis Response
  - Increasingly, our officers are responding to calls for service involving community members experiencing varying degrees of mental health crises. As an agency, we must ensure that every officer has the depth of training necessary to respond with suitable solutions and is provided with an array of support services to make the appropriate referrals.
- Community Policing & Engagement
  - The success of our department is predicated on the strength of our partnerships with the community. Our agency must strive to have strong relationships with all stakeholders. These bonds must be built over time and strengthened through open and honest dialogue.
- Technology & Data Management
  - Utilizing data to help inform our decision-making and incorporating technologies to improve operational efficiencies is critical to our success. Our department will strive to identify emerging solutions and best practices to ensure that we appropriately leverage technology to serve our community best and support our officers.

## DEPARTMENT ACCOMPLISHMENTS

Our commitment to training, professional development and providing our officers with the skills they need to perform their duties have continued throughout this past year. Our initiatives have been in support and in line with the strategic goals of the department and community needs; including response to active shooter events through multi-agency coordination, and collaborative training and drills with the Scituate Public Schools. We have conducted department-wide trainings on hate crimes, officer duty to intervene, trauma informed policing, digital evidence recovery, response to interpersonal violence, preventing officer crisis and legal updates.

Our department supervisors continue to expand their learning and skills through advanced leadership training with FBI-LEEDA and other programs. A number of officers have also completed specialized training in topics such as sexual assault investigations, narcotics, juvenile issues, pedestrian/bicycle accident investigations, officer health and wellness, and critical issues facing women in law enforcement.

The department trained and implemented less lethal use of force options with a continued commitment on de-escalation techniques; while improving and striving to ensure the safety of our officers and the community that they serve.

Throughout the course of the year, we moved a step closer to completing the International Chiefs of Police Association's (IACP) One Mind Campaign milestone. The department now has reached our Crisis Intervention Team (CIT) model training goal and is nearly completed with having all officers trained in Mental Health First Aid.

The department recently graduated one new officer from the Municipal Police Training Committee's (MPTC) Plymouth Police Academy and the Chief of Police graduated from the FBI's National Academy in Quantico, VA.

Through the diligent work of our officers, the department has been very fortunate to be the recipient of several state and federal grants. This funding has allowed us to continue our focus on traffic safety initiatives through the purchase of targeted enforcement and awareness equipment such as digital radar signs, traffic data collection devices, a portable breathalyzer, and window tint meter.

Our maritime and natural resource officers have continued to enhance public safety on our waterways and conservation areas, including expanded patrols of our river and trail systems and an enhanced focus on boating under the influence. With the addition of new surplus Humvees secured using drug asset forfeiture funds, we have also been able to upgrade our aging high-water response vehicles to ensure that we can continue to access vulnerable areas of our community during significant coastal storms.

<b>DESCRIPTION OF REVENUE</b>	<b>FY23</b>	<b>FY24 YTD</b>	<b>FY25 PROJECTED</b>
911 Training Grant	\$38,274.76	-	-
911 Equipment Grant	\$59,884.00	-	-
Highway/Traffic Enforcement Grants			-
<i>Road Safety Grant</i>	\$19,992.00	-	-
<i>Shared Streets Grant</i>	\$46,686.95	-	-
<i>Road Safety Grant</i>	\$29,950.00	-	-
<i>Municipal Road Safety</i>	-	\$29,950.00	-
Coronavirus Emergency Grant	\$49,925.00	-	-
Homeland Security/Port Security	\$0.00	\$437,251.00	-
Detail Administration Fees	\$60,979.86	\$9,696.42	-
Firearms Permit Fees	\$4,862.50	\$1,125.00	-
Community Service K9	\$5,000.00	-	-
Report Fees	\$415.00	\$115.00	-
K9 Donations	-	\$600.00	-
Property Room	\$1,300.00	\$1,300.00	-
Court Fines			-
Animal Control Violations	\$800.00	\$100.00	-
Town By-Law Violations	0	0	-



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5 FT  PT (less than 35 hours)

Hourly Rate 37.02 Bargaining Unit/Grade & Step

Salary Impact 72,468 hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79 1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48 9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854 Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000 Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0 New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60 Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.

Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5 FT  PT (less than 35 hours)

Hourly Rate 37.02 Bargaining Unit/Grade & Step

Salary Impact 72,468 hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79 1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48 9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854 Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000 Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0 New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60 Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.



Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5

FT

PT (less than 35 hours)

Hourly Rate 37.02

Bargaining Unit/Grade & Step

Salary Impact 72,468

hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79

1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60

Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.

Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5 FT  PT (less than 35 hours)

Hourly Rate 37.02 Bargaining Unit/Grade & Step

Salary Impact 72,468 hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79 1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48 9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854 Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000 Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0 New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60 Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.

Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5

FT

PT (less than 35 hours)

Hourly Rate 37.02

Bargaining Unit/Grade & Step

Salary Impact 72,468

hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79

1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60

Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.

Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Police Officer

Hours per pay period 37.5

FT

PT (less than 35 hours)

Hourly Rate 37.02

Bargaining Unit/Grade & Step

Salary Impact 72,468

hours per week x hourly rate x 52.2 weeks

Medicare Impact 1,050.79

1.45% x salary impact

Pension Impact (if over 20 hours) 7,371.48

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$3,000

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$0

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs 20,516.60

Uniform allowance, stipends, etc....

Total Cost Impact 104,406.87

Justification (stay within box limits):

Due to changes in police officer certification brought about by Police Reform (JEALE Act) which was signed into law December 2020, the utilization of Permanent Intermittent and Seasonal Police Officer positions will not be a viable or sustainable staffing model for the department going forward. The current staffing paradigm will not meet law enforcement/public safety operational objectives for the community. The elimination of these part-time employees will effect staffing, budget and delivery of service for: patrol shifts, seasonal assignments, parking enforcement, directed assignments, prisoner watch and other needs.



Offsetting Revenues (source and amount)

Existing Seasonal Reimburse (Recreation, Waterways): \$56,000

Existing Dept Op Budget (Seasonal & Part-Time): \$48,600

Requestor's Name      Chief Mark Thompson

Date                      October 5, 2023

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Police - Mark Thompson, Chief of Police</b>										
1210510	510000	NEW PERSONNEL REQUESTS	\$0	\$0	\$0	\$575,910	\$575,910	\$0	(\$575,910)	
1210510	510001	NEW PERS-BENEFITS IMPACT	\$0	\$0	\$0	\$26,276	\$26,276	\$0	(\$26,276)	
1210510	510002	SECOND SRO/PATROL FORECAST	\$0	\$0	\$100,000	\$102,500	\$2,500	\$102,500	\$0	
1210510	511000	REGULAR SALARIES	\$2,583,534	\$2,684,752	\$2,791,496	\$3,133,911	\$342,415	\$3,133,911	\$0	
1210510	512000	OVERTIME	\$508,825	\$558,756	\$560,877	\$646,556	\$85,679	\$621,556	(\$25,000)	
1210510	513000	LONGEVITY	\$15,220	\$16,300	\$17,950	\$19,150	\$1,200	\$19,150	\$0	
1210510	514000	EDUCATIONAL INCENTIVE	\$285,455	\$366,901	\$439,223	\$547,980	\$108,757	\$547,980	\$0	
1210510	515000	HOLIDAY PAY	\$102,839	\$109,584	\$109,800	\$123,025	\$13,225	\$123,025	\$0	
1210510	516000	SHIFT DIFFERENTIAL	\$61,205	\$65,874	\$84,922	\$98,116	\$13,194	\$98,116	\$0	
1210510	517000	SPECIAL EMPLOYEE	\$6,000	\$7,000	\$16,000	\$16,000	\$0	\$16,000	\$0	
1210510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210510	517500	WELLNESS/FITNESS	\$39,600	\$40,950	\$46,200	\$45,000	(\$1,200)	\$45,000	\$0	
1210510	518000	PART-TIME SALARIES	\$99,543	\$70,741	\$66,129	\$36,988	(\$29,141)	\$36,988	\$0	
1210510	519000	SEASONAL SALARIES	\$0	\$5,995	\$17,280	\$48,600	\$31,320	\$48,600	\$0	
1210510	519100	OTHER SALARIES	\$378	\$0	\$513	\$528	\$15	\$528	\$0	
<b>1210510 Total</b>			<b>\$3,702,599</b>	<b>\$3,926,853</b>	<b>\$4,250,390</b>	<b>\$5,420,540</b>	<b>\$1,170,150</b>	<b>\$4,793,354</b>	<b>(\$627,186)</b>	
1210520	521100	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210520	521300	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210520	524100	OFFICE MACHINE MAINT	\$23,757	\$33,200	\$38,789	\$35,602	(\$3,187)	\$35,602	\$0	
1210520	524200	REPAIR/MAINT PROP/EQUIP	\$964	\$2,223	\$2,750	\$2,750	\$0	\$2,750	\$0	
1210520	524500	VEHICLE SERVICE	\$32,634	\$37,401	\$28,314	\$28,314	\$0	\$28,314	\$0	
1210520	527100	RENTALS EQUIP/FACILITIES	\$15,886	\$19,885	\$19,792	\$18,490	(\$1,302)	\$18,490	\$0	
1210520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210520	530900	TECHNICAL SERVICES	\$10,495	\$6,928	\$9,472	\$9,742	\$270	\$9,472	(\$270)	
1210520	531100	SUPPORT SERVICES	\$21,900	\$22,146	\$20,992	\$20,992	\$0	\$20,992	\$0	
1210520	532100	CONFERENCES/MEETINGS	\$453	\$764	\$750	\$750	\$0	\$750	\$0	
1210520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210520	538100	LAUNDRY SERVICE	\$13,600	\$14,000	\$14,800	\$15,200	\$400	\$15,200	\$0	
1210520	571100	MILEAGE REIMBURSEMENT	\$1,967	\$603	\$3,000	\$3,000	\$0	\$3,000	\$0	
1210520	573100	PROFESSIONAL DUES & SUBS	\$9,455	\$10,365	\$12,850	\$15,220	\$2,370	\$15,220	\$0	
<b>1210520 Total</b>			<b>\$131,111</b>	<b>\$147,514</b>	<b>\$151,509</b>	<b>\$150,060</b>	<b>(\$1,449)</b>	<b>\$149,790</b>	<b>(\$270)</b>	
1210540	542000	OFFICE SUPPLIES	\$5,448	\$7,349	\$7,041	\$6,900	(\$141)	\$6,900	\$0	
1210540	542300	SPECIAL AGENCY SUPPLIES	\$25,445	\$33,900	\$41,000	\$41,000	\$0	\$41,000	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1210540	542500	PRINTING & FORMS	\$1,636	\$0	\$3,870	\$3,870	\$0	\$3,870	\$0	
1210540	545100	CLEANING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210540	548000	VEHICLE SUPPLIES	\$36,719	\$66,028	\$43,470	\$43,470	\$0	\$43,470	\$0	
1210540	548100	FUELS & LUBRICANTS	\$217	\$0	\$0	\$0	\$0	\$0	\$0	
1210540	550000	MEDICAL SUPPLIES	\$5,611	\$7,915	\$9,150	\$9,150	\$0	\$9,150	\$0	
1210540	558000	OTHER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1210540	558100	CLOTHING	\$38,420	\$35,409	\$35,300	\$45,600	\$10,300	\$45,600	\$0	
<b>1210540 Total</b>			<b>\$113,497</b>	<b>\$150,602</b>	<b>\$139,831</b>	<b>\$149,990</b>	<b>\$10,159</b>	<b>\$149,990</b>	<b>\$0</b>	
1210580	585100	EQUIPMENT	\$203,494	\$237,714	\$279,470	\$330,070	\$50,600	\$208,070	(\$122,000)	
<b>1210580 Total</b>			<b>\$203,494</b>	<b>\$237,714</b>	<b>\$279,470</b>	<b>\$330,070</b>	<b>\$50,600</b>	<b>\$208,070</b>	<b>(\$122,000)</b>	
<b>Police Total</b>			<b>\$4,150,700</b>	<b>\$4,462,683</b>	<b>\$4,821,200</b>	<b>\$6,050,660</b>	<b>\$1,229,460</b>	<b>\$5,301,204</b>	<b>(\$749,456)</b>	<b>10.0%</b>



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Police Department



**Submitter's Name:** Mark Thompson



Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: FIRE

#### MISSION STATEMENT:

The Scituate Fire Department is committed to providing the citizens, business owners, and visitors of Scituate an effective, well trained team of professionals to protect lives and property through fire protection and education, emergency medical and rescue services, fire suppression, hazardous materials response, emergency management, and to coordinate with our Communications Center for the most efficient and effective response to emergencies

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

**GOAL:** To increase the generator power capability of the Gates Middle School to become the primary shelter Location.

1. To coordinate with the Gates generator vendor to establish a plan and cost to increase the power capacity
2. Re-apply for the FEMA grant to acquire the necessary funds needed to increase the back-up power capacity.
3. If the grant is awarded, establish the procurement and bid documents to hire the appropriate contractor
4. Complete installation, test building systems and modify Shelter Operation Plans.

**GOAL:** To train all members of the Department in IAFF Fire Fighter Fireground Survival Program

1. 6 members have recently become credentialed to train the course in house and can assist other communities training needs.
2. Utilize training props on a regular basis to maintain skill retention.
3. Continue to work with Mutual Aid Partners for training uniformity.

**GOAL:** Reduce Apparatus Accidents

1. Establish an in-house Emergency Vehicle Operator Course (EVOC)
2. Continue Bi-Annual MIAA EVOC training
3. Improve and add in-vehicle operator tools (Cameras and warning devices)
4. Modify Department Operator Policies

**GOAL:** Creation of a Marine Response Unit

1. Merge Dive Team, Drone Operators and Boat Operators to form a Marine Unit
2. Evaluate equipment needs
3. Establish Policies and Procedures to include regional interoperability
4. Continue credentialing and explore sharing resources with Mutual Aid Partners

## MAJOR BUDGET COMPONENTS

The majority of the fire department budget is personnel (95%). The management of the contractual time off while effectively estimating retirements, potential sick, and injury leave is an annual challenge due to the need of filling these vacancies with overtime. The equipment and supplies along with purchase of services will vary each year pending any equipment that may need to be serviced or replaced. We continue to search for grant opportunities to improve the service and reduce the tax burden to our citizens.

Programs: Fire Prevention, SAFE, Sr. SAFE, CERT, CPR and First Aid classes.

Personnel Budget: 95.63%

Equipment and Supplies: 2.99%

Purchase of Services: 1.38%

## FY 2025 RISKS AND CHALLENGES

Currently staffing has been problem everywhere and is currently impacting the Department.

As of October 2023 we currently have 9 vacancies and 3 members on extended medical leave.

3 recent retirements and 2 transfers to other fire departments have left us short staffed throughout the summer.

Since the late 1990s we have been hiring exclusively from the Massachusetts Civil Service Paramedic list which provides us with certified EMT-Paramedics.

We are in the process of appointing 7 new members to the Department. Only 3 of the new hires are Certified Paramedics and 2 are in the process of certification now. With no other available Paramedics, we requested and EMT-Basic list form Civil Service which provided 2 EMTs that will be required to obtain their certification within two years of employment. This will take considerable time and effort to get these Fire Fighters full trained.

Coastal storms require significant coordination with local and state resources, as well as utility companies to ensure all of the demands of emergency services are met. We are looking to meet the potential challenges of a large-scale storm with extended power outages and high demand for sheltering. We have expanded our sheltering capabilities from the high school to include the Gates Middle School giving us two locations to host large numbers of residents if needed. In order to fully utilize the Gates facility, more back-up generator capacity is needed. Scituate was turned down for a FEMA grant for the project in FY23 and have reapplied for the FY24 Grant. The grant will allow the purchase of a second generator for the buildings systems in the Gates Middle School. The new Senior Center is now included in our shelter plans. This location will be used for smaller demands in sheltering. It is also utilized as a warming and cooling center with its full backup generator capabilities.

The Department Fire Prevention Program including our SAFE program, which educates our elementary school children about fire safety. In person training is provided to all pre-school through 3<sup>rd</sup> grade students in Scituate schools and preschools. Our annual SAFE open house which continues our education of school children at our Station 3, at the Public Safety Building. This year the open house is scheduled for October 28<sup>h</sup>.

We continue to work on FEMA reimbursements for our coastal damage from our recent coastal storms. We are currently in the process of permitting and meeting the various requirements set by multiple state and federal agencies. We anticipate construction and the rebuilding of several stone revetments starting in the spring of 24'. There are four coastal locations with multiple storm claims, the largest being Third Cliff. Unfortunately, this is an extremely long process, especially with the environmental requirements of (CZM) Coastal Zone Management, US Corps of Engineers, and FEMA.

## DEPARTMENTAL ACCOMPLISHMENTS

The SAFE and Senior SAFE programs continue to move forward with support from the DFS, the Red Cross, and the Scituate Fire Department to implement safe homes for seniors. This program will continue to enable our senior citizens to have an evaluation of smoke detector and carbon monoxide alarms in their homes. If needed the detectors will be installed free of charge to ensure their homes are safe in the event of a fire or carbon monoxide condition. The SAFE programs are funded by Fire Department budget and a grant received from the State for \$6,658. This amount is down nearly \$1600 vs last year due to the increase in grant applications statewide.

To Address the staffing shortages, our campaign continues to encourage local men and women to obtain their EMT and paramedic license to become firefighter candidates after taking the Civil Service exam. We will continue to be aggressive on our hiring and recruiting efforts to fill our five vacant positions as soon as available. In June of 2023 the first class of South Shore Technical High School FF Cadet Program graduated. The program was successful and the plan is to enroll another class this year.

In April of 2023 Scituate Police and Fire Departments conducted a 4-day Active Shooter/Hostile Event Response (ASHER) Training at the Gates Middle School. All members of both departments participated in the event. This training puts Scituate head of other communities and is compliant with the NFPA 3000 Standard. This training also meets and exceeds the Massachusetts Office of Emergency Medical Services (OEMS) training requirements.

In April of 2023, The Scituate and Marshfield Fire Departments held a joint Fire Fighter Survival Class. This training was presented by the International Association of Fire Fighters (IAFF). Training focused on how to survive in a structure fire when something goes wrong. Members were taught how to declare a Mayday, entanglement, self-rescue skills and situational awareness. The IAFF provided a training trailer to be shared by both departments for continued training to other members and new recruits. The \$145,000 training cost was paid for by an AFG Grant awarded in 2022.

In January a DFS Grant in the amount of \$19,000 was awarded for the purchase of ballistic gear and first aid equipment. In June the Department was awarded a FEMA-AFG ASHER regional training grant with the Marshfield Fire Department in the amount of \$194,890. This will be used for upcoming training. We currently have two other AFG Grant applications pending for fire fighting equipment and for a Pumping Engine.



DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Permit fees	\$24,265	\$24,308	\$4,794	\$25,000	
<u>Ambulance Revenue</u>	<u>\$1,119,234</u>	<u>\$1,308,268</u>	<u>\$331,208</u>	<u>\$1,400,000</u>	
DFS grant	\$ 15,000	\$ 27,800	\$ 0	\$ 0	
AFG grant	\$240,000	\$ 89,000	\$194,891	\$	
SAFE grant	\$ 7,961	\$ 8,230	\$ 6,658	\$ 7,000	
CERT grant	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
EMPG grant	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	
DEP grant	\$ 50,000	\$ 0	\$ 0	\$ 0	

DESCRIPTION OF REVENUE



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Fire Department

**Submitter's Name:** Mark Donovan

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

Restoring 1924 Scituate Fire Engine recently located.

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Fire - Mark Donovan, Fire Chief</b>										
1220510	511000	REGULAR SALARIES	\$3,692,054	\$3,580,403	\$4,106,365	\$4,252,762	\$146,397	\$4,252,762	\$0	
1220510	512000	OVERTIME	\$1,101,949	\$1,312,977	\$1,126,599	\$1,176,506	\$49,907	\$1,176,506	\$0	
1220510	512100	OVERTIME-TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220510	513000	LONGEVITY	\$27,979	\$24,655	\$26,004	\$24,192	(\$1,812)	\$24,192	\$0	
1220510	514000	EDUCATIONAL INCENTIVE	\$89,582	\$123,766	\$152,590	\$155,990	\$3,400	\$155,990	\$0	
1220510	515000	HOLIDAY PAY	\$153,582	\$143,718	\$170,157	\$176,699	\$6,542	\$176,699	\$0	
1220510	516000	SHIFT DIFFERENTIAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220510	517000	SPECIAL EMPLOYEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220510	517100	S.A.F.E. Program	\$5,000	\$232	\$5,000	\$5,000	\$0	\$5,000	\$0	
1220510	517200	SICK LEAVE BUY BACK	\$500	\$0	\$2,774	\$2,274	(\$500)	\$2,274	\$0	
1220510	517300	EMERGENCY MANAGEMENT	\$10,000	\$10,192	\$10,000	\$10,000	\$0	\$10,000	\$0	
1220510	518000	PART-TIME SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220510	519100	OTHER SALARIES	\$532	\$425	\$1,574	\$1,002	(\$572)	\$1,002	\$0	
<b>1220510 Total</b>			<b>\$5,081,178</b>	<b>\$5,196,368</b>	<b>\$5,601,063</b>	<b>\$5,804,425</b>	<b>\$203,362</b>	<b>\$5,804,425</b>	<b>\$0</b>	
1220520	521100	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220520	521300	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220520	524100	OFFICE MACHINE MAINT	\$15,935	\$14,392	\$15,420	\$15,420	\$0	\$15,420	\$0	
1220520	524200	REPAIR/MAINT PROP/EQUIP	\$20,806	\$19,494	\$17,688	\$20,688	\$3,000	\$17,688	(\$3,000)	
1220520	524500	VEHICLE SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220520	530900	TECHNICAL SERVICES	\$13,800	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$0	
1220520	531100	SUPPORT SERVICES	\$17,651	\$31,602	\$32,500	\$32,500	\$0	\$32,500	\$0	
1220520	532100	CONFERENCES/MEETINGS	\$958	\$1,254	\$1,000	\$1,000	\$0	\$1,000	\$0	
1220520	534300	BINDING & PRINTING	\$346	\$236	\$379	\$379	\$0	\$379	\$0	
1220520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220520	570200	EMERGENCY MGMT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220520	573100	PROFESSIONAL DUES & SUBS	\$1,955	\$1,955	\$2,000	\$2,000	\$0	\$2,000	\$0	
<b>1220520 Total</b>			<b>\$71,451</b>	<b>\$71,934</b>	<b>\$71,987</b>	<b>\$74,987</b>	<b>\$3,000</b>	<b>\$71,987</b>	<b>(\$3,000)</b>	
1220540	542000	OFFICE SUPPLIES	\$3,079	\$2,825	\$3,328	\$3,328	\$0	\$3,328	\$0	
1220540	542300	SPECIAL AGENCY SUPPLIES	\$2,382	\$2,989	\$3,220	\$3,220	\$0	\$3,220	\$0	
1220540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220540	543000	BUILDING SUPPLIES	\$2,964	\$2,857	\$3,000	\$3,000	\$0	\$3,000	\$0	
1220540	543100	EQUIPMENT PARTS	\$67,785	\$55,961	\$58,624	\$63,624	\$5,000	\$58,624	(\$5,000)	
1220540	545100	CLEANING SUPPLIES	\$6,558	\$6,869	\$7,300	\$7,300	\$0	\$7,300	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1220540	548000	VEHICLE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220540	548400	TOOLS & EXPENDABLES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1220540	550000	MEDICAL SUPPLIES	\$37,114	\$31,527	\$36,120	\$44,120	\$8,000	\$44,120	\$0	
1220540	558100	CLOTHING	\$57,862	\$69,732	\$59,399	\$69,399	\$10,000	\$64,399	(\$5,000)	
1220540	570200	EMERGENCY MANAGEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1220540 Total</b>			<b>\$177,743</b>	<b>\$172,760</b>	<b>\$170,991</b>	<b>\$193,991</b>	<b>\$23,000</b>	<b>\$183,991</b>	<b>(\$10,000)</b>	
1220580	585100	EQUIPMENT	\$22,149	\$4,050	\$0	\$0	\$0	\$0	\$0	
<b>1220580 Total</b>			<b>\$22,149</b>	<b>\$4,050</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Fire Total</b>			<b>\$5,352,521</b>	<b>\$5,445,112</b>	<b>\$5,844,041</b>	<b>\$6,073,403</b>	<b>\$229,362</b>	<b>\$6,060,403</b>	<b>(\$13,000)</b>	<b>3.7%</b>

## **TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: Public Safety Communications**

### **MISSION STATEMENT**

Continue to compliment Police/Fire missions by providing professional communications from the residents to the first responders in all types of emergencies and routine business matters.

### **FY2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREA**

Keep all dispatchers up to date with EMD certifications, and the continued education of 16 hours mandatory by the state.

Have all Specialists trained and comfortable with water issues.

### **MAJOR BUDGET COMPONENTS**

The communications Center Budget is primarily “personal services”. Salaries and overtime continue to make up a bulk of the budget as most of the equipment is new and any changes are usually covered by the yearly 911 grants.

Each year mandatory 16 hours of continued education and with any new communications specialists that are hired, the outside training is also covered. In house training is not.

Public Safety Communications is managed by a Communications Supervisor who is responsible for training, scheduling, budgeting, payroll, and merging operational policies to provide consistent guidance to others. The supervisor is responsible for 8 Full time, 1 part part, and 4 per diem specialists at this time.

### **FY 2025 RISK AND CHALLENGES**

The Communications Center has been running understaffed due to specialists moving on to become either a police officer/fire fighter or pursuing their career goals elsewhere. The challenge is to gain and maintain the staffing that is needed for the communications center to run smoothly.

With technology always changing and improving in the communications center glitches are inevitable. Keeping up with new equipment, cameras, radios, etc... it can be challenging.

## **DEPARTMENTAL ACCOMPLISHMENTS**

We have continued to maintain the state suggested times of 30-60 seconds from the time the call was received to when the calls are dispatched.

All communication specialists are fully trained in police/fire/ems, and work efficiently.

Required training is always completed.

Training and dedication the specialists have had has proven to be successful and beneficial to the departments and the town.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Public Safety Communications</b>										
1230510	511000	Regular Salaries	\$487,414	\$509,570	\$542,051	\$559,088	\$17,037	\$559,088	\$0	
1230510	512000	Overtime	\$74,575	\$92,675	\$97,569	\$104,661	\$7,092	\$104,661	\$0	
1230510	513000	Longevity	\$1,725	\$2,575	\$3,125	\$3,125	\$0	\$3,125	\$0	
1230510	515000	Holiday Pay	\$28,806	\$28,562	\$37,527	\$38,558	\$1,031	\$38,558	\$0	
1230510	516000	Shift Differential	\$12,455	\$15,074	\$16,694	\$17,096	\$402	\$17,096	\$0	
1230510	517200	Sick Leave Buy Back	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1230510	518000	Part-Time Salaries	\$23,564	\$27,384	\$42,691	\$44,784	\$2,093	\$44,156	(\$628)	
1230510	519100	Other Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1230510	558100	Clothing	\$1,212	\$4,000	\$2,650	\$3,250	\$600	\$3,250	\$0	
<b>1230510 Total</b>			<b>\$629,751</b>	<b>\$679,841</b>	<b>\$742,307</b>	<b>\$770,562</b>	<b>\$28,255</b>	<b>\$769,934</b>	<b>(\$628)</b>	
1230520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1230520 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
1230540	542000	Office Supplies	\$422	\$316	\$600	\$600	\$0	\$600	\$0	
<b>1230540 Total</b>			<b>\$422</b>	<b>\$316</b>	<b>\$600</b>	<b>\$600</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>	
1230580	585100	EQUIPMENT	\$0	\$48,367	\$0	\$0	\$0	\$0	\$0	
1230580	585200	Furnishings/Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1230580 Total</b>			<b>\$0</b>	<b>\$48,367</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Public Safety Communications Total</b>			<b>\$630,173</b>	<b>\$728,523</b>	<b>\$742,907</b>	<b>\$771,162</b>	<b>\$28,255</b>	<b>\$770,534</b>	<b>(\$628)</b>	<b>3.7%</b>



## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: INSPECTIONS 241**

### MISSION STATEMENT:

The mission of the Inspections Department is to insure the safety, security, durability and compliance with applicable building and other codes of structures within the Town of Scituate with a view to safeguarding and benefitting the public. We provide information and services to owners and prospective owners of property; to the banking, real estate and insurance professions; and, of course, to the development and construction industry. Our oversight includes both new construction and renovations and alterations to existing construction. In addition, the Department inspects buildings and facilities open to and used by the public at large – schools, multi-family housing, restaurants, etc. – for proper egress and other life safety compliance issues. Codes enforced by the Department include the 2015 edition of the International Building Code (IBC) and the 2015 Edition of the International Residential Code (IRC), as modified and amended by the 9<sup>th</sup> edition of 780 CMR, the Massachusetts State Building Code. Additionally, we enforce 521 CMR, the State barrier-free access code, as well as specialized codes pertaining to plumbing, gas fitting, electrical work, mechanical work, existing buildings, swimming pools, fire protection and energy conservation. Regulations of the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA) are enforced for the many coastal properties within regulated flood zones. We also track and report construction activity within these zones to insure compliance with regulations of the National Flood Insurance Program (NFIP). The Sealer of Weights and Measures who inspects and certifies the accuracy of service station pumps and commercial and consumer weight and volume measuring devices is also a member of the Department.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

#### GOAL:

Continue progress towards the implementation of the digitized archiving of Department records. During the year since the last budget report, the process has moved forward several steps.

#### OBJECTIVES / KEY RESULTS:

- Select a vendor from the State bid list to provide a small-scale test run. This was accomplished.
- The test exercise, after some adjustments, has resulted in a satisfactory end product, allowing digitized records to be stored, recalled and viewed according to address, permit number and chronology.
- The next step will be to test the integration of the developed files with our Permiteyes software permitting system.
- When all necessary parameters have been identified, an RFP describing the desired process and product will be developed in order to obtain competitive proposals for the overall project as approved by Spring 2021 Town Meeting.

#### GOAL:

Review selected provisions of the Zoning Bylaws with the Planning Office with the goal to address issues which have been brought to the Department's attention by residents. When priority topics have been addressed internally, solicit input from affected Town Departments and Boards. Hold public hearings to receive stakeholder input. As justified and appropriate, bring before Town Meeting.

#### OBJECTIVES / KEY RESULTS:

- Discuss extending Planning Board subdivision conditions concerning days and hours of work to a broader bylaw regulating all construction with the exception of that done by an individual property owner on his/her own property.
- Discuss Accessory Dwelling bylaw language to cap AD size at a maximum floor area in place of existing language which allows a percentage of the main house.
- Discuss how to regulate and monitor short-term rentals (Air b-n-b, VRBO, etc.)
- Review Sections 750 through 754 of the Zoning Bylaws for internal consistency and consistency with other sections of the Bylaw.

#### GOAL:

Continue discussion on modifications to Section 470 FLOODPLAIN AND WATERSHED PROTECTION DISTRICT with the goal of substituting FEMA generated boundaries for those on the 1972 map presently in force.

#### OBJECTIVES / KEY RESULTS

- Refine delineation of zones of restriction based on FEMA mapping.
- Coordinate restrictions concerning use, construction and permitting with FEMA flood zone restrictions, wherever appropriate mirroring FEMA regulations.

### MAJOR BUDGET COMPONENTS

Personnel expenses comprise the majority of the Department's direct expense budget. Present staffing includes the Building Commissioner, a part-time Assistant Building Commissioner, a senior clerk devoted 100% to the Inspections Department and another who is allocated 50% to Inspections and 50% to Zoning. Field inspectors are retained on a subcontract basis and reimbursed per inspection, without benefits. Our team presently includes two inspectors in each discipline – plumbing, electrical and building. Each discipline group also includes a backup for emergency or infill assignments.

- Personnel expenses – 98.5%
- Other expenses (supplies, dues, education, clothing – 1.5%

### FY 2025 RISKS AND CHALLENGES

The Department faces essentially the same challenges every year, although intensity and emphasis may vary. The Department's first priority is to facilitate the construction industry by efficiently reviewing permit applications, issuing the requested permits and performing inspection services to

insure all construction meets Code requirements. Owners and contractors depend on timely processing of their applications and the availability of inspection services when they are called for. An increasing number of permit applications presents the challenge in this area.

This past winter was one of the mildest and least eventful on record. For that reason, Department personnel were not called upon for response to natural disasters. Unfortunately, it cannot be assumed that two winters in a row will follow this pattern, and we must always be prepared for this challenge. The Department has developed on call response teams consisting of regular Department personnel augmented by skilled trade contractors who are familiar with the Town and our office. When disaster strikes, these teams are in the field, typically the next day, to assess damage, determine habitability, and coordinate make-safe efforts to insure public safety. During these events we report to and coordinate with police and fire personnel as well as all FEMA and MEMA officials who may be on site. There are also localized events such as fires, vehicle – building accidents and buildings damaged by falling trees. In these cases, the Department’s duties are much the same as for more wide spread damage – assess condition of the structure, declare status of habitability, and oversee make-safe efforts as appropriate.

Other challenging efforts which the Department undertakes include the detailed monitoring and recording of coastal development to support the Town’s participation in FEMA’s and NFIP’s CRS program. If we are diligent in our information and document gathering, and if the documentation is found to be complete and accurate, we “pass” our yearly CRS submission and all NIFP (National Flood Insurance Program) participants in the Town receive a 15% discount.

There are several other more generalized areas of concern which can present challenges to the Department. Monitoring and facilitating barrier-free access for public and publicly used facilities is an important concern. Although Social Services and the Fire Department are the first responders, the Department is typically involved in cases where properties may become unsafe or unfit for habitation.

## DEPARTMENTAL ACCOMPLISHMENTS

In FY 24, the Town’s housing stock was significantly enhanced by the completion of a major project – Skysail at Greenbush. This is the so-called Drew project constructed on land formerly an MBTA parking lot across the street from the Greenbush rail station. The project consists of five buildings, including 78 residential units, approximately 5000 square feet of commercial space and underground parking. The Town’s affordable housing stock is increased by 12 units as a consequence of the project’s allowed density bonus. During the multi-year construction and closeout process, Department inspectors, specifically assigned to this project, provided comprehensive services allowing the project to proceed smoothly to completion.

As noted under GOALS AND OBJECTIVES above, the Department has made significant progress toward digitization of records and will continue along that path until the full project is realized. It should be noted that this effort is phase one of the eventual digitization of all Town records and it is therefore of critical importance that it be done carefully and with a sharp eye to the future.

The Department continues to be involved in Town projects including the Scituate lighthouse restoration, upgrading and modernizing the electrical system serving the Cole Parkway Marina floats, and the development of preliminary designs for a proposed new elementary school.

During FY 24, from July 1, 2023 to the date of this writing (October 1) the Department has issued 256 building permits, 208 electrical permits, 201 plumbing and gas fitting permits and 25 miscellaneous permits (tents, wood stoves, sheet metal, etc.). This rate of permit issuance projects to a year-end total of 1,024 building permits, 832 electrical permits, 804 plumbing and gas fitting permits and 100 miscellaneous permits.

<b>DESCRIPTION OF REVENUE</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 YTD (10/1)</b>	<b>FY25 Projected</b>	<b>Comments</b>
<b>Certificate of Inspections</b>	\$40.00	\$960.00	\$1,360.00	\$1,500.00	
<b>Building &amp; Misc. Permits</b>	\$947,214.00	\$748,405.50	\$160,494.00	\$641,976.00	
<b>Gas &amp; Plumbing Permits</b>	\$163,461.00	\$133,9500.00	\$22,380.00	\$89,520.00	
<b>Sealer of W &amp; M</b>	\$2,260.00	\$4,585.00	\$1,995.00	\$7,980.00	
<b>Electrical Permits</b>	\$98,341.00	\$97,190.00	\$17,195.00	\$68,780.00	
<b>Certificates of Occupancy</b>	\$4,852.00	\$4,320.50	\$1,040.00	\$4,160.00	
<b>TOTAL</b>	\$1,216,168.00	\$988,931.00	\$204,464.00	\$817,856.00	Several major projects are in the pipeline and will result in increased fee revenues for FY25.



## Town of Scituate Request for Personnel Change FY25 Budget Cycle

Please submit this form if you are seeking an increase in rate for existing personnel in your department. One form should be submitted for each change requested.

Change in rate from \$32 /insp to \$40 /insp

Employee Name All inspectors

Position Inspector

Hourly Rate \$32

Budget Impact \$44,400

Justification:

5,550 annual inspections x \$8 = \$44,400. The rates are no longer competitive. Our payment rate is \$32 per inspection. Hingham's per inspection pay is \$43.73 (don't know how they arrived at that number); Cohasset pays their inspectors \$45 per; Abington \$40; Norwell is \$45 and soon will be \$52. To remain competitive, I am requesting approval to increase our per inspection pay rate to \$40, matching Cohasset.

Requestor's Name

Date



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Inspections

**Submitter's Name:** Robert Vogel

Please check off all those that apply and provide a brief explanation.



**Climate Change and Sea Level Rise**

Monitor compliance of all building projects within FEMA flood zones.  
Enforce regulations re. energy efficiency.



**Climate Change & Ecology**

Enforce drinking water protection and storm water regulations. Enforce scenic road and wetlands regulations for building projects.



**Open Space & Recreation**

Enforce open space and building setback regulations



**Housing Diversity**

Assist ZBA in the administration and permitting of 40B projects. Facilitate other projects providing affordable units.



**Land Use**

Confirm all building projects comply with land use limitations for zone in which they occur. Input on selected land use initiatives.



**Zoning**

Provide administrative support and counsel to ZBA. Confirm all building projects meet applicable Zoning regulations.



**Cultural & Historic Preservation**

Refer applicable demolition projects to Historical Commission prior to issuing demolition permits.

- Economic Development**  
Provide review, permitting and inspection services for new and existing commercial development.
- Transportation Infrastructure**
- Water Infrastructure**
- Sanitary Infrastructure**
- None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Inspections - Robert Vogel, Building Commissioner &amp; Zoning Enforcement Agent</b>										
1241510	510400	RECLASSIFICATION/RATE CHANGE R	\$0	\$0	\$0	\$44,400	\$44,400	\$0	(\$44,400)	
1241510	511000	REGULAR SALARIES	\$133,787	\$141,193	\$182,650	\$192,874	\$10,224	\$192,874	\$0	
1241510	512000	OVERTIME	\$514	\$0	\$0	\$0	\$0	\$0	\$0	
1241510	513000	LONGEVITY	\$1,350	\$1,350	\$1,350	\$1,100	(\$250)	\$1,100	\$0	
1241510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241510	518000	PART-TIME SALARIES	\$216,274	\$220,356	\$253,125	\$211,721	(\$41,404)	\$211,721	\$0	
1241510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1241510 Total</b>			<b>\$351,925</b>	<b>\$362,898</b>	<b>\$437,125</b>	<b>\$450,095</b>	<b>\$12,970</b>	<b>\$405,695</b>	<b>(\$44,400)</b>	
1241520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241520	524200	REPAIR/MAINT PROP/EQUIP	\$1,275	\$1,174	\$250	\$250	\$0	\$250	\$0	
1241520	530800	TRAINING	\$45	\$90	\$0	\$0	\$0	\$0	\$0	
1241520	530900	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241520	532100	CONFERENCES/MEETINGS	\$1,589	\$745	\$2,000	\$2,000	\$0	\$2,000	\$0	
1241520	534300	BINDING & PRINTING	\$616	\$0	\$0	\$0	\$0	\$0	\$0	
1241520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241520	573100	PROFESSIONAL DUES & SUBS	\$310	\$210	\$450	\$450	\$0	\$450	\$0	
<b>1241520 Total</b>			<b>\$3,834</b>	<b>\$2,219</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$0</b>	
1241540	542000	OFFICE SUPPLIES	\$215	\$194	\$600	\$600	\$0	\$600	\$0	
1241540	542300	SPECIAL AGENCY SUPPLIES	\$793	\$140	\$650	\$650	\$0	\$650	\$0	
1241540	542500	PRINTING & FORMS	\$0	\$0	\$300	\$300	\$0	\$300	\$0	
1241540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1241540	558100	CLOTHING	\$0	\$0	\$250	\$250	\$0	\$250	\$0	
<b>1241540 Total</b>			<b>\$1,007</b>	<b>\$333</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$0</b>	<b>\$1,800</b>	<b>\$0</b>	
<b>Inspections Total</b>			<b>\$356,766</b>	<b>\$365,450</b>	<b>\$441,625</b>	<b>\$454,595</b>	<b>\$12,970</b>	<b>\$410,195</b>	<b>(\$44,400)</b>	<b>-7.1%</b>



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Shellfish - Michael DiMeo, Shellfish Constable</b>										
1295510	518000	PART-TIME SALARIES	\$8,000	\$8,000	\$8,000	\$8,000	\$0	\$8,000	\$0	
<b>1295510 Total</b>			<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$0</b>	
1295520	524200	REPAIR/MAINT PROP/EQUIP	\$0	\$0	\$200	\$200	\$0	\$200	\$0	
1295520	531100	SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1295520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1295520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1295520 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$200</b>	<b>\$0</b>	
1295540	542300	SPECIAL AGENCY SUPPLIES	\$258	\$356	\$300	\$300	\$0	\$300	\$0	
1295540	548100	FUELS & LUBRICANTS	\$0	\$0	\$300	\$300	\$0	\$300	\$0	
<b>1295540 Total</b>			<b>\$258</b>	<b>\$356</b>	<b>\$600</b>	<b>\$600</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>	
1295580	585100	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1295580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Shellfish Total</b>			<b>\$8,258</b>	<b>\$8,356</b>	<b>\$8,800</b>	<b>\$8,800</b>	<b>\$0</b>	<b>\$8,800</b>	<b>\$0</b>	<b>0.0%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: HARBORMASTER/298

#### MISSION STATEMENT:

In accordance with the Scituate Waterways Management Plan and the Scituate Mooring Rules and Regulations and the Town By-Laws, the mission of the Scituate Harbormaster is to ensure the safety of the boating public, preserve and promote order among vessels that habitually moor or transit Scituate waterways, maintain and enhance Town owned maritime facilities while protecting the integrity of the Harbor as a natural resource, and to defray the cost of providing services through the assessment of fees.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

##### Comprehensive Dredge and Disposal Permits

- A. Work with Town Engineer, Costal Resource Officer and Woods Hole Group on CDDPs 7-24
- B. Work with, Consultant, Costal Resource reviewing proposed CDDP area. 10-24
- C. Work with Consultant, Local, State and Federal agencies on requirements. 1-25
- D. Work with Consultant, Local, State and Federal agencies on permitting 4-25

##### Increase interdepartmental training and education, SHM, SFD, SPD.

- A. Work with SPD, SFD, Procedures for HM Staff. 7-24
- B. Work with Fire and Police Chiefs to review emergency response service on the waterways. 10-24
- C. Train with Police and Fire Departments to provide effective timely service. 1-25
- D. Review procedures, action plans with AHM staff and their roles during emergence situations. 4-25

##### Continue training Assistant Harbormasters to improve their skills

- A. Reinforce with staff proper procedures. 7-24
- B. Work with assistants in how to interact with the public. 10-24
- C. Plan, training of staff, maintain a professionalism during different situations with the public. 1-25
- D. Reinforcement with the staff of the importance of a positive attitude.4-25

## MAJOR BUDGET COMPONENTS

FY25	Personal Services	\$501,142	43%
	Debt Service	\$218,660	19%
	Indirect Cost	\$205,795	18%
	Services	\$69,475	5%
	Supplies/Materials	\$48,025	4%
	Electricity	\$36,100	3%
	Tech Services	\$33,000	3%
	Boat Repairs	\$25,000	2%
	Fuel	\$23,700	2%
	Capital Outlay	\$8,000	1%
		\$1,168,897	

## FY 2025 RISKS AND CHALLENGES

1. Maintenance dredging in Scituate Harbor to keep waterways navigable around Town marinas and pier.
2. Maintenance dredging in South River phase 2 necessary to keep the waterways navigable.
3. Harbormasters office, restrooms and showers are not ADA compliant.
4. Harbormaster building needs updating and expansion.
5. Marina dockage rates.
6. Weather events, more often, more severe.

## DEPARTMENTAL ACCOMPLISHMENTS

Completed the CPM dock replacement project on-time and underbudget.  
 Put out an RFP and selected a Consultant for engineering & dredge & disposal permits for Scituate Harbor  
 Corrected, Chapter 91 and ACOE permits for the Maritime Center Marina  
 Educated staff on how to better relate with the patrons and residents at the harbor.  
 Trained on Unit 3 FLIR.  
 Implemented the code of conduct.  
 Continued working with MADMF and Atlantic White Shark with Dr. Skomal on Great White studies.  
 Patrolled waterways daily throughout the boating season.  
 Maintained and picked up debris in the waterways.  
 Maintained the Harbormaster boats and kept them in good working order.  
 Attended all monthly meeting Waterways meetings to promote Scituate Harbor.  
 Worked with Waterways Committee on enhancing the waterways in Scituate.  
 Reached out to all marina owners and clubs to address their concerns.  
 Increased compliance with patrons of required documentation for moorings and slips.  
 Worked with Town Engineer, on RFP for dredging of Scituate Harbor  
 Continued training SFD, SPD, on operations of Unit 3 and fire pump.  
 Continued trained with SFD dive team on Unit 3.

Continued maximizing slips at (SMP) utilizing slip footage.  
 Harbormasters attending, Cape and Island Harbormaster Association (CHIMA), South Shore and Bay State Harbormaster Association meetings.  
 Continued medical emergency at sea, man over board, search and rescue training.  
 Utilized and expanding Mooring Info log.  
 Used Dockwa online transient reservations for both slips and moorings.  
 Continued Harbormaster outreach program through Constant Contact to reach all registered boaters in Scituate.  
 Maintained public restrooms and showers at Cole Parkway Marina and Scituate Maritime Center.  
 Maintained Commercial Pier hoists, OCHA compliance and kept the area neat and picked up.  
 Weeded and mowed the areas around the Cole Parkway Marina and Maritime Center.  
 Continued with educating the public about the Harbormaster life jacket loaner program.

DESCRIPTION  
OF REVENUE

	Fy22	Fy23	Fy24 YTD	FY25 Projected
Slip/Dingy Fees	\$746,274.00	\$705,592.00	\$37,274.84	\$705,000.00
Moorings/Chapter 10A	\$120,786.00	\$117,138.00	\$5,076.00	\$115,000.00
Waterways Maintenance	\$174,090.00	\$172,125.00	\$18,625.00	\$170,000.00
Town Pier Dockage	\$25,600.00	\$22,876.00	\$1,925.20	\$20,000.00
Tie-ups	\$31,175.00	\$32,152.00	\$18,701.56	\$28,000.00
Mooring Applications	\$3,696.00	\$3,545.00	\$2,880.00	\$3,500.00
Ice	\$2,227.00	\$1,364.00	\$1,093.00	\$1,200.00
Boat Yard/USCG Lease	\$186,797.00	\$134,979.00	\$25,541.66	\$180,000.00
Pump-out Program	\$7,744.00	\$7,497.00	\$8,047.00	
Interest on Earnings	\$3,230.00	\$25,250.00	\$4,884.31	\$10,000.00
Misc. Fees, Tickets	\$5,233.00	\$4,841.00	\$2,880.00	\$2,000.00
Excise Tax	\$41,875.00	\$41,478.00	\$202.00	\$41,000.00
Premium from Sale of	\$4,110.00	\$4,693.00	\$4,693.00	
	\$1,352,837.00	\$1,273,530.00		
Grant & Donations				
Shellfish Donation	\$25.00	\$25.00	\$25.00	
FWE- Jericho Pump	\$76,000.00	\$76,000.00		
EED- Dredging	\$367,000.00	\$330,507.20		
NFWF Grant	\$11,000.00	\$2,099.97	\$2,099.97	



Town of Scituate  
Compliance with Master Plan Initiatives  
FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Harbormaster

**Submitter's Name:** Stephen Mone

Please check off all those that apply and provide a brief explanation.



**Climate Change and Sea Level Rise**

We have been working on the marinas, docks, pilings and looking at possible renovations or replacement of the Harbormaster building.



**Climate Change & Ecology**



**Open Space & Recreation**



**Housing Diversity**



**Land Use**



**Zoning**



**Cultural & Historic Preservation**



**Economic Development**

We have been working on the marinas and facilities to make the harbor more attractive to transit boaters to visit.



**Transportation Infrastructure**



**Water Infrastructure**



**Sanitary Infrastructure**

We are in the process of adding a second sanitary pump out station in the harbor, we also operate a pump out boat thru the Clean Vessel Act.



**None of the above**

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs % Change
<b>Harbormaster (Waterways Enterprise) - Stephen Mone, Harbormaster</b>									
66298510	511000	REGULAR SALARIES	\$219,405.44	\$224,387.03	\$234,758.00	\$244,243.00	\$9,485.00	\$244,243.00	\$0.00
66298510	512000	OVERTIME	\$14,173.30	\$10,850.65	\$15,400.00	\$15,800.00	\$400.00	\$15,800.00	\$0.00
66298510	513000	LONGEVITY	\$2,400.00	\$2,700.00	\$2,750.00	\$2,750.00	\$0.00	\$2,750.00	\$0.00
66298510	517200	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
66298510	519000	SEASONAL SALARIES	\$198,973.95	\$187,349.30	\$234,366.00	\$236,460.00	\$2,094.00	\$236,460.00	\$0.00
66298510	519100	OTHER SALARIES	\$1,528.31	\$1,861.29	\$1,401.00	\$1,889.00	\$488.00	\$1,889.00	\$0.00
<b>66298510 Total</b>			<b>\$436,481.00</b>	<b>\$427,148.27</b>	<b>\$488,675.00</b>	<b>\$501,142.00</b>	<b>\$12,467.00</b>	<b>\$501,142.00</b>	<b>\$0.00</b>
66298520	521100	ELECTRICITY	\$33,077.98	\$33,827.42	\$35,000.00	\$36,100.00	\$1,100.00	\$36,100.00	\$0.00
66298520	524100	OFFICE MACHINE MAINTENANCE	\$0.00	\$431.73	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
66298520	524200	REPAIR & MAINTENANCE	\$57,252.63	\$31,080.20	\$63,000.00	\$63,000.00	\$0.00	\$63,000.00	\$0.00
66298520	529100	RUBBISH REMOVAL	\$5,219.69	\$5,930.90	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00
66298520	530100	MARINE PARK O & M COSTS	\$9,750.14	\$22,648.81	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00
66298520	530800	TRAINING	\$0.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00	\$1,400.00	\$0.00
66298520	530900	TECHNICAL SERVICES	\$28,971.92	\$32,115.25	\$33,000.00	\$33,000.00	\$0.00	\$33,000.00	\$0.00
66298520	532100	CONFERENCES/MEETINGS	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
66298520	534100	TELEPHONE	\$1,441.54	\$1,872.22	\$3,300.00	\$3,300.00	\$0.00	\$3,300.00	\$0.00
66298520	534300	BINDING & PRINTING	\$0.00	\$658.35	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
66298520	534400	POSTAGE & DELIVERY	\$861.40	\$1,154.91	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
66298520	534600	LEGAL ADVERTISING	\$165.14	\$147.03	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
66298520	571100	MILEAGE REIMBURSEMENT	\$144.58	\$334.94	\$350.00	\$350.00	\$0.00	\$350.00	\$0.00
66298520	573100	PROFESSIONAL DUES & SUBS	\$50.00	\$200.00	\$425.00	\$425.00	\$0.00	\$425.00	\$0.00
66298520	596000	INDIRECT COSTS	\$159,148.00	\$208,838.00	\$177,641.00	\$205,795.00	\$28,154.00	\$205,795.00	\$0.00
<b>66298520 Total</b>			<b>\$296,083.02</b>	<b>\$339,239.76</b>	<b>\$340,116.00</b>	<b>\$369,370.00</b>	<b>\$29,254.00</b>	<b>\$369,370.00</b>	<b>\$0.00</b>
66298540	542000	OFFICE SUPPLIES	\$299.79	\$247.88	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00
66298540	542300	SUPPLIES	\$29,295.55	\$33,759.87	\$34,000.00	\$34,000.00	\$0.00	\$34,000.00	\$0.00
66298540	542500	PRINTING & FORMS	\$1,592.57	\$1,376.76	\$575.00	\$575.00	\$0.00	\$575.00	\$0.00
66298540	543000	BUILDING SUPPLIES	\$3,145.89	\$2,127.84	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00
66298540	545100	CLEANING SUPPLIES	\$2,813.15	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00
66298540	546200	LANDSCAPING SUPPLIES	\$1,011.67	\$807.89	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
66298540	548100	FUELS & LUBRICANTS	\$16,763.21	\$18,579.84	\$22,750.00	\$23,700.00	\$950.00	\$23,700.00	\$0.00
66298540	558100	CLOTHING	\$5,152.40	\$3,715.62	\$3,700.00	\$3,700.00	\$0.00	\$3,700.00	\$0.00
<b>66298540 Total</b>			<b>\$60,074.23</b>	<b>\$60,615.70</b>	<b>\$70,775.00</b>	<b>\$71,725.00</b>	<b>\$950.00</b>	<b>\$71,725.00</b>	<b>\$0.00</b>
66298560	578000	Emergency Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>66298560 Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
66298580	585100	EQUIPMENT	\$7,800.00	\$2,430.00	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00
66298580	588100	CAPITAL DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
66298580	588200	CAPITAL REPLACEMENT	\$2,986.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
66298580	588300	DO NOT USE-Harbor Dredging	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>66298580 Total</b>			<b>\$10,786.31</b>	<b>\$2,430.00</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	
66298590	591000	PRINCIPAL ON LONG TERM DEBT	\$358,600.00	\$354,000.00	\$306,200.00	\$161,700.00	(\$144,500.00)	\$161,700.00	\$0.00	
66298590	591500	INTEREST ON LONG TERM DEBT	\$70,726.60	\$44,570.00	\$28,920.00	\$54,035.00	\$25,115.00	\$54,035.00	\$0.00	
66298590	592500	INTEREST ON SHORT TERM DEBT	\$0.00	\$0.00	\$57,375.00	\$2,925.00	(\$54,450.00)	\$2,925.00	\$0.00	
<b>66298590 Total</b>			<b>\$429,326.60</b>	<b>\$398,570.00</b>	<b>\$392,495.00</b>	<b>\$218,660.00</b>	<b>(\$173,835.00)</b>	<b>\$218,660.00</b>	<b>\$0.00</b>	
<b>Harbormaster (Waterways Ent) Total</b>			<b>\$1,232,751.16</b>	<b>\$1,228,003.73</b>	<b>\$1,300,061.00</b>	<b>\$1,168,897.00</b>	<b>(\$131,164.00)</b>	<b>\$1,168,897.00</b>	<b>\$0.00</b>	<b>-10.1%</b>



**Waterways Enterprise Fund**

	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Actual FY20</b>	<b>Actual FY21</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Budget FY24</b>	<b>Proposed FY25 budget</b>
<b>Revenue:</b>					<i>Slip/Mooring Inc</i>	<i>lease late</i>		
Boat Excise	40,378	43,108	42,535	43,691	41,875	41,478	41,000	41,000
Slip Fees	674,005	685,905	662,548	673,967	746,274	705,592	734,461	705,000
Mooring Fees	95,561	115,617	94,659	93,830	120,786	117,138	115,000	115,000
Marina User Fees*	156,795	160,073	170,231	171,575	174,090	172,125	170,000	170,000
Town Pier Fees	16,700	19,950	19,350	33,600	25,600	22,876	20,000	20,000
Overnight Tie-ups	28,381	20,047	25,082	39,009	31,175	32,152	25,000	28,000
Mooring Waiting List	9,050	3,953	3,580	5,134	3,696	3,545	3,600	3,500
Sale of Ice	2,961	3,397	2,948	518	2,227	1,364	3,000	1,200
Lease Income	153,822	155,837	161,096	182,001	186,797	134,979	180,000	180,000
Fines		3,749	3,982	5,723	5,233	4,841	-	2,000
Interest Income	14,868	26,078	23,032	4,318	3,230	25,250	8,000	10,000
State Grants	10,165	12,462			-	-	-	-
FEMA Reimbursements			145,728			-	-	-
Misc	2,640	3,855	15,470	3,714	29,913	27,325	-	-
<b>Total Revenue</b>	<b>1,205,326</b>	<b>1,254,030</b>	<b>1,370,242</b>	<b>1,257,080</b>	<b>1,370,895</b>	<b>1,288,664</b>	<b>1,300,061</b>	<b>1,275,700</b>
<b>Expenses:</b>								
Personal Services	373,230	375,135	403,527	423,774	436,481	427,148	488,675	501,142
Purchase of Services	97,638	142,955	136,427	140,410	136,935	130,402	162,475	163,575
Materials & Supplies	55,697	61,253	58,030	55,900	60,074	60,616	70,775	71,725
Indirect Costs	78,199	79,874	108,987	117,910	159,148	208,838	177,641	205,795
Emergency Reserve						-		
Capital Outlay	6,245	2,795	7,892	12,811	10,786	2,430	8,000	8,000
Capital Articles								
<b>Total Operating Expenses</b>	<b>611,008</b>	<b>662,012</b>	<b>714,862</b>	<b>750,805</b>	<b>803,425</b>	<b>829,434</b>	<b>907,566</b>	<b>950,237</b>
<b>Surplus/(Deficit) before debt payments</b>	<b>594,318</b>	<b>592,018</b>	<b>655,380</b>	<b>506,275</b>	<b>567,470</b>	<b>459,230</b>	<b>392,495</b>	<b>325,463</b>
Debt Service	381,953	371,898	375,849	364,446	429,327	398,570	392,495	218,660
<b>Total Surplus/(Deficit)</b>	<b>212,365</b>	<b>220,121</b>	<b>279,531</b>	<b>141,829</b>	<b>138,144</b>	<b>60,660</b>	<b>-</b>	<b>106,803</b>
Unappropriated Certified Retained Earnings as of July 1, 2023								353,274
Less amount proposed for Fall 2023 STM								(105,086)
Less amt needed to balance FY25 budget								-
Less amt to be used for FY25 Capital								(32,151)
<b>Balance of Retained Earnings after FY24 STM</b>								<b>216,037</b>

10/28/2023; 9:23 AM

**Town of Scituate  
Waterways Enterprise Fund  
Indirect Costs  
Fiscal Year 2025 Budget**

<b>Description</b>	<b>Basis</b>	<b>Allocation</b>	<b>%*</b>	<b>FY24 Budget</b>	<b>Total</b>
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.02%	424,708	4,352
Town Accountant	Processing of warrants, audit etc.	Total FY24 budget	1.02%	474,088	4,858
Treas/Collector	Collections, bank rec., payroll etc.	Total FY24 budget	1.02%	466,650	4,782
Assessors	Clerk in charge of Boat Excise	50% of clerk's salary.	50.00%	45,609	22,805
Facilities Director		Personal Services budget	2.00%	114,257	2,285
Insurance	Building,Auto, Liability etc.	From Insurance Company			84,721
Group Insurance	Town's Share of group insurance	Actual Contribution FY23 rates			41,278
Medicare	Town's Share of medicare	Actual FY23	1.45%		5,183
OPEB	OPEB liability	Based on most recent actuary %	0.15%	136,829	156
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.52%	6,841,463	35,376
				16.4%	<b>205,795</b>

\* based on enterprise FY24 operating budget to total Town operating budget

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Regional School Assessments - James M. Boudreau, Town Administrator</b>										
1310560	560000	REGIONAL SCHOOL ASSES	\$634,970	\$583,933	\$769,728	\$1,046,478	\$276,750	\$1,046,478	\$0	
<b>1310560 Total</b>			<b>\$634,970</b>	<b>\$583,933</b>	<b>\$769,728</b>	<b>\$1,046,478</b>	<b>\$276,750</b>	<b>\$1,046,478</b>	<b>\$0</b>	
<b>Regional School Assessments (Shared) Total</b>			<b>\$634,970</b>	<b>\$583,933</b>	<b>\$769,728</b>	<b>\$1,046,478</b>	<b>\$276,750</b>	<b>\$1,046,478</b>	<b>\$0</b>	<b>36.0%</b>

**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: FACILITIES**

**MISSION STATEMENT:** Provide efficient and cost effective management and programs to effectively Manage all Town owned and operated buildings, including six schools.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:**

1.) Facilities Department

- A.) Establish better energy savings measures by users, at all locations.
- B.) On School Building Committee to develop a potential new elementary school.
- C.) Continue to establish the need for additional funding and pursue additional funding via Grants.
- D.) Continued hands on training of existing staff.

2.) Centralize Facilities efforts

- A.) Better work with “Enterprise Fund Departments”, to assist with Facilities needs.
- B.) Continue to meet with individual building, Department Heads, to better plan their building needs.
- C.) Establish consistent safety plans procedures and evacuation methods, in all Town Buildings.

3.) Pursue all available State and Utility company grants

- A.) Work with DOER to continue in the Green Communities grant program.
- B.) Work with National Grid and Eversource to apply and secure all incentive offerings.

4.) Continue improvements to all Town spaces to better meet new/current needs

- A.) Continued establishment of Preventive Maintenance programs
- B.) Develop Town Hall improvements.
- C.) Continue Town Building Signage.
- D.) Establish more Service Contracts for all new buildings systems.

4.) Capital Budget

- A.) Continue to manage projects and funding, approved in Facilities need Study.
- B.) Mange multiple, approved Capital Improvement projects.
- C.) Secure internships for assistance in managing projects.

**MAJOR BUDGET COMPONENTS:**

Personnel Services	\$580,064	39%
Purchase of Services	\$562,148	38%
Material & Supply	\$266,400	18%
Capital Outlay	\$86,000	5%

## **FY 2025 RISKS AND CHALLENGES:**

Proper procurement and Increased costs of supplies and services.

Establish and implement new Department procedures.

Manage Building Management Systems (BMS), in various buildings.

Establish preventive maintenance protocols and Service Maintenance Contracts.

## **DEPARTMENTAL ACCOMPLISHMENTS:**

- Capital projects.
- Gazebo renovation.
- New Generator with complete coverage at Library
- New Generator with complete coverage at Grounds and Highway (68 Captain Pierce Rd.)
- Tie all Town Building HVAC Building Management Systems into one server.
- Successfully implement new HVAC Staff.
- Provide more efficient response and communication to users.
- Continued grant work for various building components.
- Project Team for proposed Elementary School.
- Implement new Asst. Director, for School Facilities.



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Facilities

**Submitter's Name:** Kevin M Kelly

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**  
Support Recreation Departments Office Needs

**Housing Diversity**

**Land Use**  
Maintain awareness of Town boundaries and abutters concerns to all Town Buildings.

**Zoning**

**Cultural & Historic Preservation**  
Maintain awareness of any Town Buildings, Historic Designations.

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**  
Maintain water supply to all buildings

**Sanitary Infrastructure**  
Maintain sewer lines from all buildings

**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Facilities - Kevin Kelly, Facilities Director</b>										
1410510	510000	HVAC TECHNICIAN	\$0	\$42,705	\$76,658	\$80,491	\$3,833	\$80,491	\$0	
1410510	511000	REGULAR SALARIES	\$324,393	\$370,138	\$418,509	\$414,620	(\$3,889)	\$414,620	\$0	
1410510	512000	OVERTIME	\$20,245	\$20,230	\$26,368	\$30,056	\$3,688	\$30,056	\$0	
1410510	513000	LONGEVITY	\$3,650	\$3,950	\$4,100	\$4,950	\$850	\$4,950	\$0	
1410510	517300	EMERGENCY MGMT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410510	518000	PART-TIME SALARIES	\$40,987	\$10,668	\$0	\$44,730	\$44,730	\$44,730	\$0	
1410510	519100	OTHER SALARIES	\$2,644	\$3,456	\$5,638	\$5,217	(\$421)	\$5,217	\$0	
<b>1410510 Total</b>			<b>\$391,918</b>	<b>\$451,147</b>	<b>\$531,273</b>	<b>\$580,064</b>	<b>\$48,791</b>	<b>\$580,064</b>	<b>\$0</b>	
1410520	521100	ELECTRICITY	\$33,163	\$41,087	\$40,700	\$40,700	\$0	\$40,700	\$0	
1410520	521108	ELECTRICITY-TH	\$19,107	\$50,302	\$22,000	\$22,000	\$0	\$22,000	\$0	
1410520	521109	ELECTRICITY-SHCB	\$1,268	\$0	\$13,200	\$2,500	(\$10,700)	\$2,500	\$0	
1410520	521110	ELECTRICITY-PSC	\$106,735	\$150,049	\$101,200	\$101,200	\$0	\$111,200	\$10,000	
1410520	521111	ELECTRICITY-WPA	\$1,008	\$1,591	\$1,394	\$1,394	\$0	\$1,394	\$0	
1410520	521112	ELECTRICITY-HWY	\$18,401	\$18,820	\$15,400	\$18,400	\$3,000	\$18,400	\$0	
1410520	521113	ELECTRICITY-COA	\$561	\$0	\$0	\$0	\$0	\$0	\$0	
1410520	521114	ELECTRICITY-FS1	\$16,297	\$22,516	\$14,300	\$18,300	\$4,000	\$18,300	\$0	
1410520	521115	ELECTRICITY-FS4	\$1,463	\$5,992	\$4,000	\$5,000	\$1,000	\$5,000	\$0	
1410520	521116	ELECTRICITY-Old Gates	\$35,416	\$47,443	\$27,500	\$30,000	\$2,500	\$40,000	\$10,000	
1410520	521117	ELECTRICITY-SENIOR CENTER	\$38,345	\$49,692	\$40,000	\$40,000	\$0	\$50,000	\$10,000	
1410520	521300	Natural Gas	\$0	\$0	\$1,000	\$0	(\$1,000)	\$0	\$0	
1410520	521308	Natural Gas-TH	\$5,134	\$3,248	\$6,050	\$4,500	(\$1,550)	\$4,500	\$0	
1410520	521309	Natural Gas-SHCB	\$3,646	\$4,976	\$3,500	\$3,500	\$0	\$3,500	\$0	
1410520	521310	Natural Gas-PSC	\$17,218	\$17,868	\$16,500	\$16,500	\$0	\$16,500	\$0	
1410520	521311	Natural Gas-WPA	\$1,955	\$1,805	\$1,870	\$1,870	\$0	\$1,870	\$0	
1410520	521312	Natural Gas-HWY	\$8,665	\$8,319	\$6,000	\$7,000	\$1,000	\$7,000	\$0	
1410520	521313	Natural Gas-COA	\$1,653	\$26	\$0	\$0	\$0	\$0	\$0	
1410520	521314	Natural Gas-FS1	\$10,304	\$12,254	\$11,334	\$11,334	\$0	\$11,334	\$0	
1410520	521315	Natural Gas-FS4	\$6,644	\$3,339	\$6,000	\$5,000	(\$1,000)	\$5,000	\$0	
1410520	521316	Natural Gas-Old Gates	\$57,323	\$54,430	\$55,000	\$55,000	\$0	\$55,000	\$0	
1410520	521317	GAS-SENIOR CENTER	\$6,178	\$3,658	\$7,000	\$5,000	(\$2,000)	\$5,000	\$0	
1410520	524100	OFFICE MACHINE MAINTENANCE	\$0	\$0	\$150	\$150	\$0	\$150	\$0	
1410520	524200	REPAIR/MAINT PROP/EQUIP	\$62,758	\$96,167	\$90,000	\$95,000	\$5,000	\$95,000	\$0	
1410520	524300	MAINTENANCE AGREEMENTS	\$14,362	\$13,872	\$35,000	\$38,500	\$3,500	\$33,500	(\$5,000)	



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm	Town Admin	% Change
								Recommend	Adjs	
1410520	524500	VEHICLE SERVICE	\$1,023	\$860	\$2,500	\$2,500	\$0	\$2,500	\$0	
1410520	527000	RENTALS & LEASES	\$13,343	\$240	\$3,000	\$3,000	\$0	\$3,000	\$0	
1410520	527100	RENTALS EQUIP	\$20,412	\$37,497	\$22,500	\$22,500	\$0	\$22,500	\$0	
1410520	529100	RUBBISH REMOVAL	\$797	\$1,504	\$1,000	\$1,000	\$0	\$1,000	\$0	
1410520	530500	SUPPORT STAFF & TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410520	530800	TRAINING	\$222	\$0	\$800	\$800	\$0	\$800	\$0	
1410520	530900	TECHINCAL SERVICES	\$5,094	\$0	\$10,000	\$5,000	(\$5,000)	\$5,000	\$0	
1410520	532100	CONFERENCES/MEETINGS	\$1,954	\$746	\$1,000	\$1,000	\$0	\$1,000	\$0	
1410520	534100	TELEPHONE	\$1,598	\$2,050	\$2,500	\$2,500	\$0	\$2,500	\$0	
1410520	534300	BONDING/PRINTING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410520	534600	LEGAL ADVERTISING	\$0	\$0	\$200	\$200	\$0	\$0	(\$200)	
1410520	538200	CUSTODIAL SERVICES	\$0	\$0	\$300	\$300	\$0	\$0	(\$300)	
1410520	573100	PROFESSIONAL DUES	\$102	\$329	\$500	\$500	\$0	\$500	\$0	
<b>1410520 Total</b>			<b>\$512,150</b>	<b>\$650,683</b>	<b>\$563,398</b>	<b>\$562,148</b>	<b>(\$1,250)</b>	<b>\$586,648</b>	<b>\$24,500</b>	
1410540	540000	MATERIALS & SUPPLIES	\$1,871	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	542000	OFFICE SUPPLIES	\$293	\$110	\$400	\$400	\$0	\$400	\$0	
1410540	542100	MERCHANDISE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	542300	SPECIAL AGENCY SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	543000	BUILDING SUPPLIES	\$7,399	\$9,476	\$15,000	\$15,000	\$0	\$15,000	\$0	
1410540	543100	EQUIPMENT PARTS	\$3,874	\$3,404	\$3,500	\$3,500	\$0	\$3,500	\$0	
1410540	545100	Cleaning Supplies	\$412	\$53	\$800	\$500	(\$300)	\$500	\$0	
1410540	545108	Cleaning Supplies-TH	\$5,962	\$7,515	\$5,000	\$6,000	\$1,000	\$5,000	(\$1,000)	
1410540	545109	Cleaning Supplies-SHCB	\$0	\$0	\$800	\$500	(\$300)	\$500	\$0	
1410540	545110	Cleaning Supplies-PSC	\$4,276	\$2,482	\$4,000	\$4,000	\$0	\$4,000	\$0	
1410540	545111	Cleaning Supplies-WPA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	545112	Cleaning Supplies-HWY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	545114	Cleaning Supplies-FS1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	545115	Cleaning Supplies-FS4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	545116	Cleaning Supplies-Old Gates	\$631	\$0	\$2,000	\$1,000	(\$1,000)	\$1,000	\$0	
1410540	545117	CLEANING SUPPLIES-SR CTR	\$1,345	\$4,318	\$1,500	\$2,500	\$1,000	\$2,500	\$0	
1410540	546200	LANDSCAPING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	548000	VEHICLE SUPPLIES	\$209	\$289	\$2,000	\$2,000	\$0	\$2,000	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1410540	548100	FUELS & LUBRICANTS	\$252,454	\$249,855	\$225,000	\$250,000	\$25,000	\$250,000	\$0	
1410540	548101	FUELS & LUBRICANTS Police	\$6,908	\$0	\$0	\$0	\$0	\$0	\$0	
1410540	548102	FUELS & LUBRICANTS Fire	\$0	\$1,352	\$0	\$0	\$0	\$0	\$0	
1410540	548400	TOOLS & EXPENDABLES	\$842	\$1,038	\$1,000	\$1,000	\$0	\$1,000	\$0	
1410540	558100	CLOTHING	\$2,460	\$1,200	\$5,000	\$5,000	\$0	\$3,000	(\$2,000)	
1410540	570200	EMERGENCY MGMT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1410540 Total</b>			<b>\$288,935</b>	<b>\$281,093</b>	<b>\$266,000</b>	<b>\$291,400</b>	<b>\$25,400</b>	<b>\$288,400</b>	<b>(\$3,000)</b>	
1410580	585100	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410580	585200	FURNISHINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410580	585300	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1410580	585400	FURNISHING/EQUIPMENT REPLACEME	\$478	\$4,344	\$6,000	\$6,000	\$0	\$6,000	\$0	
1410580	585500	PUBLIC BUILDINGS	\$3,636	\$94,069	\$60,000	\$80,000	\$20,000	\$50,000	(\$30,000)	
<b>1410580 Total</b>			<b>\$4,114</b>	<b>\$98,412</b>	<b>\$66,000</b>	<b>\$86,000</b>	<b>\$20,000</b>	<b>\$56,000</b>	<b>(\$30,000)</b>	
<b>Facilities Total</b>			<b>\$1,197,118</b>	<b>\$1,481,336</b>	<b>\$1,426,671</b>	<b>\$1,519,612</b>	<b>\$92,941</b>	<b>\$1,511,112</b>	<b>(\$8,500)</b>	<b>5.9%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: Engineering - 411

#### MISSION STATEMENT:

The Engineering Department is dedicated to providing professional and cost-effective technical engineering services to the citizens of the Town of Scituate and other departments, boards and commissions. Our efforts are focused on providing a high level of expertise for planning, design, filing applications to maximize grant assistance and quality construction management of all public works improvement projects while maintaining budgets and timelines.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue improvements to the municipal water supply and distribution systems.
  - a. Continue to provide internal support and development of the new Water Treatment Plant.
  - b. A consultant has been contracted to review underground well source locations in the west end.
  - c. With estimated costs doubling for the Dolan Well field, the project has been staggered in prioritization.
  - d. A consultant has been contracted for the replacement of a water storage tank in the west end.
2. Continue to assist the Sewer Department with technical support concerning the reduction of Inflow and Infiltration in the system throughout Town. Lining of manholes, house services and manholes was performed with a focus on the Sand Hills and Egypt Beach areas of Town.
3. The Department received a construction grant for \$5.9 million dollars from the Executive Office of Energy and Environmental Affairs for the replacement of a seawall along Oceanside Drive and Turner Road. State Agency permitting has delayed the construction of this project.
4. Continue to improve stormwater management across Town for compliance with the Federal mandate. Implement stormwater sampling for compliance with the Municipal Separate Storm Sewer System (MS4) discharge permits issued by the Department of Environmental Protection (DEP) and the Environmental Protection Agency (EPA). Town owned properties have been identified to implement stormwater improvements for phosphorus removal.
3. Continue to work with MEMA and FEMA to maximize grant benefits under foreshore damage claims for SANDY, NEMO, JUNO & most recently RILEY. Permitting for the repairs to all the cliffs continues as the Town works with state agencies on approvals.

4. The Department received a Grant from Coastal Zone Management for \$1.9 million dollars for the nourishment of North Scituate Beach. Currently construction bidding documents are being prepared for a winter 2023 construction.

## MAJOR BUDGET COMPONENTS

Seawall & Road Spending \$400,000.00

Personnel \$297,422

Technical Services \$20,000.00

## FY 2025 RISKS AND CHALLENGES

Water, sewer, stormwater and seawall infrastructures are aging and at or near the end of its useful life and in need of upgrading and/or replacement.

- The Water Infrastructure Improvements continue to be a challenge with staffing. Water distribution system improvements, unexpected subsurface utilities, water disruptions, traffic detours and abutter notifications remain part of the project.
- Global climate change (warming) and associated tide rise and more frequent high energy Storms eroding beaches and damaging to coastal foreshore protection infrastructures.
- Wastewater distribution system contains excessive extraneous flow(I/I) particularly during periods of severe coastal flooding when I/I can overwhelm wastewater treatment plant capacity. Several large new developments on the horizon anticipated to stress water and sewer infrastructures.
- Managing storm damage claims from consecutive federally declared storm events has been an extremely time demanding job. Documenting and meeting with agencies to review the claims and prepare cost estimates for approval can be a daunting task. Procurement for construction, award and completing a project requires meticulous note keeping and attention.
- Continue to work with our Coastal Consultants to make repairs to the Foreshore protection damaged in the legacy storms. State and Federal permitting continue to delay the repairs of the structures.

The Engineering Department has been challenged with the multitude of projects currently underway and provides critical support to the Water, Sewer, Highway, Public Grounds and Transfer Station projects. The department has the duty to propose, manage, oversee and maintain timelines and costs for the numerous infrastructure improvement projects throughout town including but not limited to foreshore protection, drinking water, waste water, roadways, sidewalks, parks and fields.

Grant applications and plan preparation for submission can be extremely time consuming. The Department has focused on grants with a high success rate of being awarded. The Engineering Department has had an outstanding success rate for those grants offered through the Executive Office of Energy and Environmental Affairs.

DEPARTMENTAL ACCOMPLISHMENTS FY24

Jeffery Chessia, Staff Engineer provided punch list and project closeout for the Phase 4A watermain replacement project. Jeffrey also managed all gas main and service projects performed by Eversource Gas.

Daniel Smith, Staff Engineer provided project closeout for the Phase 4B Watermain Replacement Project. Dan also provided construction oversight and construction management for the repair of the Glades Road beach stair cases.

Prepared and distributed a public bid for the replacement of the Carbon at the Scituate Water Treatment Plant.

The Department prepared a Heavy Equipment Bid for use by all DPW divisions. This allows the Departments to contract out services that cannot be performed with inhouse staff and equipment.

Assisted the Harbor Master with the dock replacement project at the Cole Parkway marina.

Staff provided contract administration and construction oversight for the CPC trail projects in the West End.

Prepared 28 easements and exhibits for recording at the registry of deeds for the replacement of the seawall along Oceanside Drive and Turner Road from Kenneth Road to Scituate Avenue.

The Engineering Department provided Procurement and Management of over 60 Contracts and issued all new Homes, accessory dwellings and condominiums with E911 addresses.

Issued and inspected over 140 Street opening permits.

DESCRIPTION OF REVENUE	FY22	FY23	FY22 YTD	FY23 Projected	Comments
---------------------------	------	------	-------------	-------------------	----------



## Town of Scituate Request for Personnel Change FY25 Budget Cycle

Please submit this form if you are seeking an increase in hours for existing personnel in your department. One form should be submitted for each change requested.

Change in hours from 35 /week to 40 /week

Employee Name Jeffery Chessia

Position Engineer

Hourly Rate \$46.94

Budget Impact \$70.41 rate x additional hours per week x 52.2

Justification:

Upcoming FEMA repair projects, Foreshore Projects and Watermain Replacement projects typically work in excess of 35 hr/wk. Construction oversight is an important aspect of the project. Projects typically do not last 12 months.

Budget Impact- $\$70.41 \times 5 \times 26.1 = \$9188$  annually

Requestor's Name Sean McCarthy

Date 10/13/23



## Town of Scituate Request for Personnel Change FY25 Budget Cycle

Please submit this form if you are seeking an increase in hours for existing personnel in your department. One form should be submitted for each change requested.

Change in hours from 35 /week to 40 /week

Employee Name Dan Smith

Position Engineer

Hourly Rate \$49.46

Budget Impact \$74.19 rate x additional hours per week x 52.2

Justification:

Upcoming FEMA repair projects, Foreshore Projects and Watermain Replacement projects typically work in excess of 35 hr/wk. Construction oversight is an important aspect of the project. Projects typically do not last 12 months.

Budget Impact- $\$74.19 \times 5 \times 26.1 = \$9681$  annually

Requestor's Name Sean McCarthy

Date 10/13/23





Offsetting Revenues (source and amount)

Requestor's Name      Sean McCarthy

Date                      October 16, 2023



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Engineering-411

**Submitter's Name:** Sean McCarthy

Please check off all those that apply and provide a brief explanation.



**Climate Change and Sea Level Rise**

Replacement of seawalls and/or revetment at a higher elevation.



**Climate Change & Ecology**



**Open Space & Recreation**

Pursuing Grant Opportunities for Sand (Beach) Nourishment to improve the existing beach during high tide.



**Housing Diversity**



**Land Use**



**Zoning**



**Cultural & Historic Preservation**

**Economic Development**

Improve the quality of the beaches to attract out of Town residents.

**Transportation Infrastructure**

Improve gaps in pedestrian and bicycle pathways.

**Water Infrastructure**

Continue to provide planning and construction oversight of water supplies and distribution system.

**Sanitary Infrastructure**

Continue to provide planning and construction oversight of sewer infrastructure and operations.

**None of the above**

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>DPW Engineering - Sean McCarthy, Engineering Supervisor</b>										
1411510	510001	NEW PERS-BENEFITS IMPACT	\$0	\$0	\$0	\$26,604	\$26,604	\$0	(\$26,604)	
1411510	510100	NEW STAFF REQUEST	\$0	\$0	\$0	\$76,448	\$76,448	\$0	(\$76,448)	
1411510	510300	ADDTL HOURS REQUEST	\$0	\$0	\$0	\$18,869	\$18,869	\$0	(\$18,869)	
1411510	511000	REGULAR SALARIES	\$266,008	\$273,617	\$281,028	\$293,382	\$12,354	\$293,382	\$0	
1411510	512000	OVERTIME	\$0	\$0	\$1,000	\$1,000	\$0	\$1,000	\$0	
1411510	513000	LONGEVITY	\$3,000	\$2,200	\$3,000	\$3,000	\$0	\$3,000	\$0	
1411510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1411510 Total</b>			<b>\$269,008</b>	<b>\$275,817</b>	<b>\$285,028</b>	<b>\$419,303</b>	<b>\$134,275</b>	<b>\$297,382</b>	<b>(\$121,921)</b>	
1411520	524100	OFFICE MACHINE MAINT	\$0	\$207	\$300	\$300	\$0	\$300	\$0	
1411520	524200	REPAIR/MAINT PROP/EQUIP	\$0	\$0	\$100	\$100	\$0	\$100	\$0	
1411520	524500	VEHICLE SERVICE	\$274	\$105	\$750	\$750	\$0	\$750	\$0	
1411520	527100	RENTALS EQUIP/FACILITIE	\$2,073	\$2,315	\$2,000	\$2,000	\$0	\$2,000	\$0	
1411520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411520	530900	TECHNICAL SERVICES	\$18,201	\$88,077	\$20,000	\$20,000	\$0	\$20,000	\$0	
1411520	532100	CONFERENCES/MEETINGS	\$200	\$0	\$250	\$250	\$0	\$250	\$0	
1411520	534300	BINDING & PRINTING	\$400	\$0	\$400	\$400	\$0	\$400	\$0	
1411520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411520	534600	LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411520	573100	PROFESSIONAL DUES & SUBS	\$464	\$748	\$500	\$500	\$0	\$500	\$0	
<b>1411520 Total</b>			<b>\$21,613</b>	<b>\$91,452</b>	<b>\$24,300</b>	<b>\$24,300</b>	<b>\$0</b>	<b>\$24,300</b>	<b>\$0</b>	
1411540	542000	OFFICE SUPPLIES	\$634	\$446	\$750	\$750	\$0	\$750	\$0	
1411540	542300	SPECIAL AGENCY SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411540	542500	PRINTING & FORMS	\$128	\$0	\$200	\$200	\$0	\$200	\$0	
1411540	543100	EQUIPMENT PARTS	\$0	\$0	\$50	\$50	\$0	\$50	\$0	
1411540	548000	VEHICLE SUPPLIES	\$0	\$0	\$200	\$200	\$0	\$200	\$0	
1411540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411540	548400	TOOLS & EXPENDABLES	\$120	\$214	\$200	\$200	\$0	\$200	\$0	
1411540	558100	CLOTHING	\$747	\$1,000	\$1,000	\$1,000	\$0	\$750	(\$250)	
<b>1411540 Total</b>			<b>\$1,628</b>	<b>\$1,659</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$2,150</b>	<b>(\$250)</b>	
1411580	585300	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1411580	585600	Roads & Seawalls	\$298,870	\$311,861	\$400,000	\$400,000	\$0	\$0	(\$400,000)	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>1411580 Total</b>			\$298,870	\$311,861	\$400,000	\$400,000	\$0	\$0	(\$400,000)	
<b>DPW-Engineering Total</b>			\$591,119	\$680,790	\$711,728	\$846,003	\$134,275	\$323,832	(\$522,171)	-54.5%

# TOWN OF SCITUATE

## FY 2025 BUDGET

## DEPARTMENT: DPW ADMINISTRATION

MISSION STATEMENT: To provide the residents the following services while complying with all State and Federal Regulations:

1. Maintain roads, cemeteries, parks and playgrounds.
2. Deliver fresh potable water and provide proper fire protection for residential and commercial properties.
3. Dispose of municipal solid waste in responsible manner while encouraging recycling.
4. Manage the collection and treatment of sanitary waste to all connected customers
5. Manage all infrastructure construction projects.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Safety: Provide a safe working environment for all DPW Employees
2. Roadways: Improve the quality of Public Streets in Scituate while implementing a bottom up roadway management plan. Improve pedestrian accessibility where applicable.
3. Sewer: Create additional sewer capacity by implementing I/I procedures and policies.
4. Water: Improve the water distribution system and continue to work on eliminating brown water by removing older pipes. Improve existing wells and continue to look for new sources of water for future usage. Use UDF (unidirectional flushing) Program to eliminate brown water.
5. Transfer Station: Work with the South Shore Recycling Consortium to look for ways to increase the Town's recycling rate and manage disposal costs.
6. Foreshore Protection: Work with FEMA in completing damage assessments and funding of future projects. Continue to do routine maintenance at all sections of public foreshore protection as well as look at alternative sources of funding for repairs and replacement

### MAJOR BUDGET COMPONENTS

<u>Dept.</u>	<u>2025 Projected</u>	<u>Families Served</u>	<u>Cost per Family</u>
Highway and Grounds	\$2,520,800	8,204	\$307
Engineering*	\$712,749	8,204	\$87
Water Department	\$7,524,945	8,204	\$917
Sewer Department	\$4,629,538	3,000	\$1,543
Transfer Station	\$1,841,114	5,532	\$332
Snow and Ice	\$502,370	8,204	\$61
Administration	\$213,087	8,204	\$26

\*Includes \$200,000 of Foreshore Protection

## FY 2025 RISKS AND CHALLENGES

1. Safety: Comply with OSHA rules and regulations
2. Highway: Maintenance of roadways and drainage systems especially during storm events continues to be a challenge. In addition, staffing levels have been a major factor in maintaining a high level of service throughout the Town.
3. Public Grounds: Managing municipal properties and recreational areas which includes line striping, trash pickup and mowing of all grass fields.
4. Water Department: Continuation of making improvements to the treatment and distribution system with a focus on minimizing brown water to residents. Advancing the design & build of a new Water Treatment Facility.
5. Sewer Department: Keeping up the new regulations imposed by the DEP and EPA on performance and testing requirements. Continued discussions with the towns of Cohasset and Hull to provide sewer services to North Scituate.
6. Transfer Station: Keeping costs down and avoiding increased fees as the market for disposal of materials and recyclables continues to be volatile and unpredictable.
7. Engineering: Collaborating with all Town Departments and Committees to provide guidance and oversight on all Capital Projects.
8. Foreshore Protection: Working with State and Federal Agencies to make repairs to storm damaged coastal infrastructures. On-going efforts to seek additional funding from State & Federal Agencies.

## DEPARTMENTAL ACCOMPLISHMENTS

1. Highway Department:
  - A: Assisted in cleaning major culvers in North Scituate, Sand Hills, Scituate Center, Greenbush, Harbor & Minot area and Shore Acres.
  - B: Cleaned over 2,300 catch basins and fixed approximately 25 broken ones
2. Public Grounds:
  - A: Maintained all open space areas with a limited crew
  - B: Removal of 43 trees and hundreds of branches to keep roadways safe
3. Water Department:
  - A: Designed and Bid a new raw watermain on Chief Justice Cushing Highway (Rt 3A) for the New Water Treatment Facility currently in design.
  - B: Awarded contract to investigate properties in the west end for a new water source potential
4. Engineering:
  - A: Completion of Phase 4A & 4B Water Main Project
  - B: Completed all the repair to the Oceanside Drive Concrete Outfall structure
5. Sewer:
  - A: Continuing to modernize and enhance the treatment plant in order to increase efficiency and capacity
  - B: Replaced failing pump seals which resulted in lower water usage as well as enhanced productivity
6. Transfer Station:
  - A: Completed the year with a 50% recycling rate
  - B: Continued to make improvements to the site and to manage costs as regulations increase and hauling options tighten



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** DPW Administration - 421

**Submitter's Name:** Christine Gillis

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

The department oversees all five DPW divisions (Highway, Public Grounds, Transfer Station, Sewer & Water) in their efforts to complete projects and meet budgets both on an expense and operating side.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>DPW Administrator - Kevin Cafferty, Public Works Director</b>										
1421510	511000	REGULAR SALARIES	\$189,922	\$198,854	\$203,558	\$228,175	\$24,617	\$228,175	\$0	
1421510	513000	LONGEVITY	\$1,100	\$1,100	\$1,100	\$1,150	\$50	\$1,150	\$0	
1421510	514000	EDUCATIONAL INCENTIVE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421510	519100	OTHER SALARIES	\$3,490	\$9,529	\$8,429	\$8,842	\$413	\$8,842	\$0	
<b>1421510 Total</b>			<b>\$194,511</b>	<b>\$209,482</b>	<b>\$213,087</b>	<b>\$238,167</b>	<b>\$25,080</b>	<b>\$238,167</b>	<b>\$0</b>	
1421520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421520	524200	REPAIR/MAINT PROP/EQUIP	\$0	\$192	\$300	\$300	\$0	\$300	\$0	
1421520	527100	RENTALS EQUIP/FACILITIES	\$0	\$0	\$40	\$40	\$0	\$40	\$0	
1421520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421520	532100	CONFERENCES/MEETINGS	\$167	\$40	\$50	\$50	\$0	\$50	\$0	
1421520	534300	BINDING & PRINTING	\$267	\$96	\$100	\$100	\$0	\$100	\$0	
1421520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421520	534600	LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421520	573100	PROFESSIONAL DUES & SUBS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1421520 Total</b>			<b>\$434</b>	<b>\$328</b>	<b>\$490</b>	<b>\$490</b>	<b>\$0</b>	<b>\$490</b>	<b>\$0</b>	
1421540	542000	OFFICE SUPPLIES	\$80	\$162	\$225	\$225	\$0	\$225	\$0	
1421540	542300	SPECIAL AGENCY SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1421540	542500	PRINTING & FORMS	\$0	\$0	\$50	\$50	\$0	\$50	\$0	
1421540	558100	CLOTHING	\$0	\$0	\$0	\$350	\$350	\$350	\$0	
<b>1421540 Total</b>			<b>\$80</b>	<b>\$162</b>	<b>\$275</b>	<b>\$625</b>	<b>\$350</b>	<b>\$625</b>	<b>\$0</b>	
1421580	585300	OFFICE EQUIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1421580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>DPW-Administration Total</b>			<b>\$195,025</b>	<b>\$209,973</b>	<b>\$213,852</b>	<b>\$239,282</b>	<b>\$25,430</b>	<b>\$239,282</b>	<b>\$0</b>	<b>11.9%</b>

**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: DPW HIGHWAY (Dept 422)**

**MISSION STATEMENT:** To manage the cost and effectiveness of the maintenance and construction of all town roads, sidewalks, drainage systems, street signs and beach entrance openings and closings.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

- 1. Lawson Road  
3030' at 27' wide  
Cold plane, level and top roadway
  
- 2. Clapp Road (from Booth Hill to Summer Street)  
6603' at 28' wide  
Cold plane, level and top roadway

**MAJOR BUDGET COMPONENTS**

Personnel cost	\$712,691	59%
Purchase of Services	\$424,267	27%
Material & Supplies	\$177,228	13%
Equipment purchases	\$ 9,500	1%

**FY 2025 RISKS AND CHALLENGES**

- 1. Stay within budget and managing unexpected costs from ocean storm clean up's, maintenance of roadways and beach parking lots.
- 2. Full Moon high tide is challenging in the areas of Cole Parkway and Peggotty Beach.
- 3. A constant challenge keeping coastal roads open after a northeast storm event. Over wash occurred on Egypt Beach Road, Peggotty Beach Parking lot (route to Inner Harbor Road) Glades Road, Surfside Road, Rebecca Road, Lighthouse Road and Turner Road. Contractors are used in heavy over wash areas and town loaders are used in the "lighter" over wash areas, last winter we responded to over wash incidents.
- 4. A constant challenge is keeping up with the large number of roadside tree removal that needs to be completed. Working with National grid to identify trees and limbs that may cause utility problem.

5. Keeping up with roadside overgrowth throughout the entire Town.
6. Maintaining Parks and Athletic fields during time of drought.
7. Keeping up with abundance of street light maintenance.
8. Staying on top of all the roadway and parking lot deterioration.

**DEPARTMENTAL ACCOMPLISHMENTS**

- Highway crew assisted in cleaning of culverts in; North Scituate, Sand Hills, Scituate Center, Greenbush area, Harbor area, Minot area, Shore Acres and the west end to keep water flowing in major area of town.
- Cleaned over 2,300 catch basins that were filled with sand & debris.
- Opened and closed all beach entrances (cleaned out sand, installed and removed (sea gates, railings & beach mats).
- Managed the line painting of main and secondary roadways, intersections, business districts, parking lots and schools.
- Highway crew assist in clean up efforts picking up trash and debris from Ship Shape Day, Also, assist beach association with cleaning up debris.
- Used over 40 tons of asphalt to patch areas disturbed by the Water Department and drainage work repairs preformed by Highway Department.
- Even with limited personnel this year, we kept up with the potholes, trench repairs & berm replacement.
- Yearly cleaning of all hydro-dynamic separators near the reservoir (Pin Oak Drive, Hughey Road, Satuit Trail, Oakhurst Road, Eisenhower Lane, and Colonial Way).
- Emptied trash barrels weekly and when needed in business area (62), beach areas (70), and recycle bins (15).
- Paving sidewalks on a section of Ann Vinal Road.
- Paving of section of Country Way and Tilden Rd. Also, repaving Front St.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Departmental Revenue	\$0	\$0	\$0	\$0	
Ride Share Funds	\$3,100	\$5,400	\$0	\$2,500	



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Highway Division

**Submitter's Name:** Michael J. Breen

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

Snow removal, sanding, paving, potholes, drainage & structure repairs.  
Roadside cutting & pruning and removal of dead or diseased trees.

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>DPW Highway - Michael Breen, Highway &amp; Public Grounds Supervisor</b>										
1422510	511000	REGULAR SALARIES	\$582,307	\$537,346	\$617,730	\$649,762	\$32,032	\$649,762	\$0	
1422510	512000	OVERTIME	\$38,274	\$31,335	\$45,490	\$48,595	\$3,105	\$48,595	\$0	
1422510	513000	LONGEVITY	\$5,900	\$5,000	\$5,000	\$4,650	(\$350)	\$4,650	\$0	
1422510	514000	EDUCATIONAL INCENTIVE	\$4,000	\$2,500	\$1,000	\$4,664	\$3,664	\$4,664	\$0	
1422510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422510	519000	SEASONAL SALARIES	\$0	\$14,901	\$19,200	\$19,200	\$0	\$19,200	\$0	
1422510	519100	OTHER SALARIES	\$22,938	\$21,273	\$24,271	\$33,211	\$8,940	\$33,211	\$0	
<b>1422510 Total</b>			<b>\$653,420</b>	<b>\$612,356</b>	<b>\$712,691</b>	<b>\$760,082</b>	<b>\$47,391</b>	<b>\$760,082</b>	<b>\$0</b>	
1422520	521100	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422520	521300	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422520	524100	OFFICE MACHINE MAINT	\$0	\$475	\$700	\$700	\$0	\$700	\$0	
1422520	524200	REPAIR/MAINT PROP/EQUIP	\$177,160	\$170,495	\$170,000	\$200,000	\$30,000	\$170,000	(\$30,000)	
1422520	524500	VEHICLE SERVICE	\$7,540	\$9,015	\$9,015	\$9,015	\$0	\$9,015	\$0	
1422520	527100	RENTAL EQUIP/FACILITIES	\$119,084	\$126,516	\$122,920	\$122,920	\$0	\$122,920	\$0	
1422520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422520	530900	TECHNICAL SERVICES	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	
1422520	532100	CONFERENCES/MEETINGS	\$365	\$412	\$412	\$412	\$0	\$412	\$0	
1422520	534300	BINDING & PRINTING	\$0	\$0	\$175	\$175	\$0	\$175	\$0	
1422520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422520	538900	INTERDEPARTMENTAL SERVICES	\$14,916	\$15,500	\$15,500	\$15,500	\$0	\$15,500	\$0	
1422520	573100	PROFESSIONAL DUES & SUBS	\$631	\$800	\$800	\$800	\$0	\$800	\$0	
<b>1422520 Total</b>			<b>\$329,696</b>	<b>\$333,213</b>	<b>\$329,522</b>	<b>\$359,522</b>	<b>\$30,000</b>	<b>\$329,522</b>	<b>(\$30,000)</b>	
1422540	542000	OFFICE SUPPLIES	\$258	\$447	\$500	\$500	\$0	\$500	\$0	
1422540	542300	SPECIAL AGENCY SUPPLIES	\$10,489	\$7,827	\$7,100	\$7,100	\$0	\$7,100	\$0	
1422540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422540	543000	BUILDING SUPPLIES	\$3,942	\$5,500	\$5,500	\$5,500	\$0	\$5,500	\$0	
1422540	543100	EQUIPMENT PARTS	\$30,902	\$36,701	\$38,323	\$38,323	\$0	\$38,323	\$0	
1422540	543300	ROADWAY MAINT SUPPLIES	\$82,305	\$62,574	\$63,081	\$63,081	\$0	\$63,081	\$0	
1422540	543400	TRAFFIC CONTROL SUPPLIES	\$26,589	\$38,118	\$29,095	\$29,095	\$0	\$29,095	\$0	
1422540	545100	CLEANING SUPPLIES	\$147	\$345	\$565	\$565	\$0	\$565	\$0	
1422540	548000	VEHICLE SUPPLIES	\$722	\$911	\$950	\$950	\$0	\$950	\$0	
1422540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1422540	548400	TOOLS & EXPENDABLES	\$749	\$1,500	\$1,500	\$1,500	\$0	\$1,500	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1422540	558100	CLOTHING	\$7,073	\$10,117	\$10,500	\$10,500	\$0	\$10,500	\$0	
<b>1422540 Total</b>			<b>\$163,177</b>	<b>\$164,040</b>	<b>\$157,114</b>	<b>\$157,114</b>	<b>\$0</b>	<b>\$157,114</b>	<b>\$0</b>	
1422580	585100	EQUIPMENT	\$0	\$124,000	\$9,500	\$17,900	\$8,400	\$9,500	(\$8,400)	
1422580	585300	OFFICE EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1422580 Total</b>			<b>\$0</b>	<b>\$124,000</b>	<b>\$9,500</b>	<b>\$17,900</b>	<b>\$8,400</b>	<b>\$9,500</b>	<b>(\$8,400)</b>	
<b>DPW-Highway Total</b>			<b>\$1,146,293</b>	<b>\$1,233,609</b>	<b>\$1,208,827</b>	<b>\$1,294,618</b>	<b>\$85,791</b>	<b>\$1,256,218</b>	<b>(\$38,400)</b>	<b>3.9%</b>



**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: SNOW & ICE (423)**

**MISSION STATEMENT:**

Insure that all public ways, sidewalks, municipal and school lots are safely passable in the winter.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

1. Continue to provide Driver wellness training to all employees and contractors.
2. Examine routes for optimum results for available equipment.
3. GPS all sidewalk snow plowing routes to increase the effectiveness and cut the amount of time plowing.

**MAJOR BUDGET COMPONENTS**

Personnel cost	\$101,401	20.4%
Equipment Rentals	\$150,000	30.2%
Materials & Supplies	\$245,714	49.4%

**FY 2025 RISKS AND CHALLENGES**

1. Utilizing all town employees from all DPW divisions and helping these employees to be versatile in using all the DPW equipment including loaders, backhoes, sidewalk machine, 6-wheeler, 10 wheelers, one-tons, bob cat, and pickup trucks.
2. Keeping all snow plow routes cleared during long duration storms. This season were minor snow events.
3. Balancing needs with equipment and contractor supply challenges.

**DEPARTMENTAL ACCOMPLISHMENTS**

During the winter we had more salting events than snow removal events which can be just as time consuming. We cleared the following areas of over wash; Central Ave, Oceanside Drive, Surfside Drive, Glades Road, Egypt Beach Road, Turner Road, Lighthouse Road, Rebecca Road, Peggotty Beach parking lot (blocks Inner Harbors Road) were cleared 4 times. Minor disturbance this year.

Managed storm over wash/clean up along coastal areas and clean up around Business Districts.

Continued successful brine and magnesium chloride procedure to the town salting routes.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Snow &amp; Ice - Michael Breen, Highway &amp; Public Grounds Supervisor</b>										
1423510	512000	OVERTIME	\$121,821	\$37,595	\$101,401	\$102,931	\$1,530	\$102,931	\$0	
1423510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1423510 Total</b>			<b>\$121,821</b>	<b>\$37,595</b>	<b>\$101,401</b>	<b>\$102,931</b>	<b>\$1,530</b>	<b>\$102,931</b>	<b>\$0</b>	
1423520	527100	EQUIPMENT RENTALS	\$152,553	\$31,284	\$150,000	\$150,000	\$0	\$150,000	\$0	
<b>1423520 Total</b>			<b>\$152,553</b>	<b>\$31,284</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	
1423540	543100	EQUIPMENT PARTS	\$25,699	\$28,625	\$30,000	\$30,000	\$0	\$30,000	\$0	
1423540	543300	ROADWAY MAINTENANCE	\$173,174	\$231,801	\$212,514	\$216,239	\$3,725	\$210,984	(\$5,255)	
1423540	548000	VEHICLE SUPPLIES	\$100	\$1,167	\$1,200	\$1,200	\$0	\$1,200	\$0	
1423540	548400	TOOLS & EXPENDABLES	\$745	\$2,343	\$2,000	\$2,000	\$0	\$2,000	\$0	
<b>1423540 Total</b>			<b>\$199,718</b>	<b>\$263,937</b>	<b>\$245,714</b>	<b>\$249,439</b>	<b>\$3,725</b>	<b>\$244,184</b>	<b>(\$5,255)</b>	
1423580	585100	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1423580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Snow &amp; Ice Total</b>			<b>\$474,092</b>	<b>\$332,816</b>	<b>\$497,115</b>	<b>\$502,370</b>	<b>\$5,255</b>	<b>\$497,115</b>	<b>(\$5,255)</b>	<b>0.0%</b>

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Street Lights - James Boudreau, Town Administrator</b>										
1424520	521100	ELECTRICITY	\$94,156	\$126,114	\$125,000	\$125,000	\$0	\$125,000	\$0	
<b>1424520 Total</b>			<b>\$94,156</b>	<b>\$126,114</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	
<b>Street Lights (Shared) Total</b>			<b>\$94,156</b>	<b>\$126,114</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>0.0%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: DPW PUBLIC GROUNDS (429)

#### MISSION STATEMENT:

To insure all public grounds areas, business districts, buildings, parks, schools, playgrounds and cemeteries are attractively maintained and that all public ways are safely passable at all times.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Prune/trim trees on Mann Lot Rd., Clapp Rd., First Parish Rd. & Boarder St.
2. Maintain beach and business districts trash removal in a cost-effective way.
3. Remove all dead or dying trees from roadways and trim all over growth on sidewalks in school areas.
4. Survey, line and strip all playing fields; increase our spring maintenance to improve high wear areas and in dead spots, seed or sod the high wear areas, take soil samples for ph values to upgrade service to all fields without using outside contractors.
5. Maintain and service all town owned cemeteries and straighten headstones.
6. Manage contractor road work and sidewalk work in a cost-effective manner.

#### MAJOR BUDGET COMPONENTS

Personnel cost	\$687,262	68.3%
Purchase of Services	\$221,008	22.0%
Material & Supplies	\$85,600	8.5%
Equipment purchases	\$12,000	1.2%

## FY 2025 RISKS AND CHALLENGES

1. This season due to heavy rains mowing & weedwacking were at an all time high.
2. Public Grounds maintains the following open space areas with a crew of 8 employees: Hatherly School, Central Park, Gates School, Cudworth playground, Lawson Park, High School grounds, football practice field, Town Hall greenscape, Greenbush open space, Town Library green space, Elm Park, the Common, Beaver Dam ball field, Jenkins School, Wampatuck School, Cushing School, Cushing field, High school soccer field and Driftway Park, North Scituate Village, Hollett Street at Ann Vinal, Central Fire Station, Edward Foster, Cole Parkway, Teak Sherman Park, Mount Hope Cemetery, Cudworth Cemetery, Egypt Park. Purple Dinosaur playground, North Scituate Playground, Route 3A North River pump station, Country Way, Cedar and Summer Streets. The addition of the Public Safety Building, new School and expanded Library will challenge the team to provide level service in these areas.
3. Organizing two cemeteries with no computerized system.
4. Increased demand for higher level of service with limited staff and resources.
5. Increase amount of tree trimming with limited staff.
6. Maintain all ballfields from April - November with water ban restriction in effect. Do to the heavy rain this was not an issue this year.

## DEPARTMENTAL ACCOMPLISHMENTS

- Cut back roadside growth along roads, intersections and sidewalks on all main and secondary roads.
- Remove 43 Dead trees and hundreds of fallen tree limbs.
- Mow, weed and edge all large plot areas (40) and small plot areas (20) around town with record amounts of growth.
- Weed wacked around guard rails on all main roads.
- Emptied trash barrels when needed in business area (64), beach areas (66), and recycle bins (15).
- Cut and weed trim all fields and maintained all school grounds.
- Maintained all ball fields from April through November.
- Maintained all line stripping of athletic fields.
- Maintained and made repairs to all playgrounds perform safety checks two times per year.
- Tree trimming on Indian Trial., Woodworth Ln., Williamsburg Ln. Old Forge Rd. & Vernon Rd.
- Managed all burials at Cudworth and Union Cemeteries.
- Leaf removal/ fall cleanup for 40 large plot areas and 20 small plot areas around town, and trimming of roadsides on all main roads and secondary roadways.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Departmental Revenue	\$6,357	\$5,263	\$0	\$2,500	



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Skilled Laborer

Hours per pay period 40

FT

PT (less than 35 hours)

Hourly Rate \$23.75

Bargaining Unit/Grade & Step Laborers' A-2

Salary Impact \$49,590

hours per week x hourly rate x 52.2 weeks

Medicare Impact \$719.06

1.45% x salary impact

Pension Impact (if over 20 hours) \$4,854.90

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$200.00

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$1,100.00

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs \$904.00

Uniform allowance, stipends, etc....

Total Cost Impact \$75,221.96

Justification (stay within box limits):

Help man the tree truck for cutting and pruning trees. Help man the cemetery maintenance, dig graves, straighten headstones, cut cemetery grass, weed whack around headstones, dig urns and handle requests of funeral homes.

Offsetting Revenues (source and amount)

May be able to eliminate other contracts for landscaping services.

Requestor's Name      Mike Breen

Date                      10/13/2023





## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Skilled Laborer

Hours per pay period 40

FT

PT (less than 35 hours)

Hourly Rate \$23.75

Bargaining Unit/Grade & Step Laborers' A-2

Salary Impact \$49,590

hours per week x hourly rate x 52.2 weeks

Medicare Impact \$719.06

1.45% x salary impact

Pension Impact (if over 20 hours) \$4,854.90

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$200.00

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$1,100.00

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs \$904.00

Uniform allowance, stipends, etc....

Total Cost Impact \$75,221.96

Justification (stay within box limits):

Help man the tree truck for cutting and pruning trees. Help man the cemetery maintenance, dig graves, straighten headstones, cut cemetery grass, weed whack around headstones, dig urns and handle requests of funeral homes.

Offsetting Revenues (source and amount)

May be able to eliminate other contracts for landscaping services.

Requestor's Name      Mike Breen

Date                      10/13/2023



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Public Grounds

**Submitter's Name:** Michael J. Breen

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

Maintain Scituate open spaces, mow, weed wack, clean leaves & trim & prune trees

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>DPW Public Grounds - Michael Breen, Highway &amp; Public Grounds Supervisor</b>										
1429510	510001	NEW PERS-BENEFITS IMPACT	\$0	\$0	\$0	\$46,856	\$46,856	\$0	(\$46,856)	
1429510	510100	NEW STAFF REQUEST	\$0	\$0	\$0	\$103,588	\$103,588	\$0	(\$103,588)	
1429510	511000	REGULAR SALARIES	\$434,242	\$439,119	\$510,293	\$545,657	\$35,364	\$545,657	\$0	
1429510	512000	OVERTIME	\$37,485	\$55,843	\$51,030	\$54,566	\$3,536	\$54,566	\$0	
1429510	513000	LONGEVITY	\$3,300	\$3,550	\$4,050	\$3,550	(\$500)	\$3,550	\$0	
1429510	514000	EDUCATIONAL INCENTIVE	\$1,000	\$1,500	\$1,500	\$500	(\$1,000)	\$500	\$0	
1429510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429510	518000	PART-TIME SALARIES	\$0	\$0	\$3,000	\$3,000	\$0	\$3,000	\$0	
1429510	519000	SEASONAL SALARIES	\$49,388	\$44,773	\$96,000	\$86,400	(\$9,600)	\$86,400	\$0	
1429510	519100	OTHER SALARIES	\$22,047	\$21,590	\$21,389	\$28,501	\$7,112	\$28,501	\$0	
<b>1429510 Total</b>			<b>\$547,461</b>	<b>\$566,375</b>	<b>\$687,262</b>	<b>\$872,618</b>	<b>\$185,356</b>	<b>\$722,174</b>	<b>(\$150,444)</b>	
1429520	521100	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429520	521300	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$150	\$150	\$0	\$150	\$0	
1429520	524200	REPAIR/MAINT PROP/EQ	\$45,006	\$45,311	\$42,232	\$42,232	\$0	\$42,232	\$0	
1429520	524500	VEHICLE SERVICE	\$4,326	\$4,326	\$4,326	\$4,326	\$0	\$4,326	\$0	
1429520	527100	RENTAL EQUIP/FACILIT	\$136,290	\$172,266	\$160,000	\$160,000	\$0	\$160,000	\$0	
1429520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429520	530900	TECHNICAL SERVICES	\$4,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0	
1429520	532100	CONFERENCES/MEETINGS	\$282	\$300	\$300	\$300	\$0	\$300	\$0	
1429520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429520	538900	INTERDEPARTMENTAL SERVICES	\$8,500	\$8,500	\$8,500	\$8,500	\$0	\$8,500	\$0	
1429520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429520	573100	PROFESSIONAL DUES & SUBS	\$461	\$500	\$500	\$500	\$0	\$500	\$0	
<b>1429520 Total</b>			<b>\$198,866</b>	<b>\$236,203</b>	<b>\$221,008</b>	<b>\$221,008</b>	<b>\$0</b>	<b>\$221,008</b>	<b>\$0</b>	
1429540	542000	OFFICE SUPPLIES	\$137	\$250	\$250	\$250	\$0	\$250	\$0	
1429540	542300	SPECIAL AGENCY SUPPL	\$17,474	\$17,823	\$18,500	\$21,700	\$3,200	\$18,500	(\$3,200)	
1429540	543000	BUILDING SUPPLIES	\$2,704	\$2,797	\$3,200	\$3,200	\$0	\$3,200	\$0	
1429540	543100	EQUIPMENT PARTS	\$21,855	\$21,155	\$25,000	\$25,000	\$0	\$25,000	\$0	
1429540	545100	CLEANING SUPPLIES	\$204	\$532	\$950	\$950	\$0	\$950	\$0	
1429540	546200	LANDSCAPING SUPPLIES	\$32,890	\$53,713	\$24,800	\$42,800	\$18,000	\$24,800	(\$18,000)	
1429540	548000	VEHICLE SUPPLIES	\$741	\$750	\$750	\$750	\$0	\$750	\$0	
1429540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1429540	548400	TOOLS & EXPENDABLES	\$599	\$845	\$900	\$900	\$0	\$900	\$0	
1429540	558100	CLOTHING	\$6,851	\$6,578	\$11,250	\$11,250	\$0	\$11,250	\$0	
<b>1429540 Total</b>			<b>\$83,456</b>	<b>\$104,443</b>	<b>\$85,600</b>	<b>\$106,800</b>	<b>\$21,200</b>	<b>\$85,600</b>	<b>(\$21,200)</b>	
1429580	585100	EQUIPMENT	\$25,860	\$2,760	\$12,000	\$13,700	\$1,700	\$13,700	\$0	
1429580	585400	Furnishing/Equipment Replaceme	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1429580	585500	Retrofit Basement Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1429580 Total</b>			<b>\$25,860</b>	<b>\$2,760</b>	<b>\$12,000</b>	<b>\$13,700</b>	<b>\$1,700</b>	<b>\$13,700</b>	<b>\$0</b>	
<b>DPW-Public Grounds Total</b>			<b>\$855,643</b>	<b>\$909,780</b>	<b>\$1,005,870</b>	<b>\$1,214,126</b>	<b>\$208,256</b>	<b>\$1,042,482</b>	<b>(\$171,644)</b>	<b>3.6%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: Transfer Station - 433

#### MISSION STATEMENT:

To provide an efficient and effective Solid Waste Transfer/Recycling Station for the residents of the Town of Scituate to dispose of household waste and recycling. Strive to provide expanded recycling opportunities while meeting the needs of the stakeholders in a clean and pleasant environment.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Identify and implement emerging methods for improved management and handling of all waste including additional separation of recyclable materials such as glass and plastic and utilizing compactors to reduce hauling costs. We will continue in 2024 to seek advantageous vendors to handle glass.
2. Evaluated nearby Municipalities and compare current rates on pay-to-throw away items such as construction and demolition debris, electronics and appliances to improve revenue rates.
3. New waste ban compliance required the separation of mattresses and box springs and required us to seek additional services from a new vendor.
4. Continue to seek Grant funding opportunities from the Department of Environmental Protection. The Town of Scituate received \$18,700 in Grants which can be used for the purchase of equipment or Station repairs.
5. Ever changing recycling regulations requires educating users of the Transfer Station of proper recycling techniques to provide a cleaner product to our vendors.
6. Identify incentives to increase the participation in the use of the Scituate Transfer Station.

#### MAJOR BUDGET COMPONENTS

Disposal Costs \$1,000,000

Personnel \$375,660

Indirect Costs \$249,764

Technical Services \$95,000

Blue Bags \$90,000

Debt \$50,263

Repair & Maintenance \$28,750

**FY 2025 RISKS AND CHALLENGES**

Staffing continues to be a challenge. Although approved for an additional employee at the Transfer Station, the team remains short staffed due to injury. Borrowing employees from other DPW departments to cover shifts at the Transfer Station was difficult this past year due to staffing shortages throughout the DPW.

Disposal rates from all our vendors continue to rise as they search for end users. While many residents dutifully put items into their recycling bins, much of it does not actually end up being recycled. Items need to be clean and the correct type of plastic (#1 & #2). Rarely are plastics #3 thru #7 recycled. There is a link on the Town of Scituate Transfer Station web page that answers many common questions whether an item belongs in the recycling bin or the trash.

As the facility ages, maintenance of the facility and upgrades to equipment for a safe, clean and efficient disposal and recycling center continues to be demanding.

Handling the disposal of waste and recycling from Municipal Buildings and all wastes generated at the beaches, parks and public areas with no assistance from the Town imposes increased disposal costs on the Transfer Station.

**DEPARTMENTAL ACCOMPLISHMENTS**

The Scituate Transfer Station remained operational as usual throughout the challenging times. Increased sanitizing of the public and private areas and wearing of personal protective protection.

Continued to make improvements to the site including purchase of new containers/equipment and increase in stormwater management maintenance.

The recycling rate for 2023 averaged 50%.

The Scituate Transfer Station handled 3081 Tons of Municipal Solid Waste, 1396 tons of Glass, Paper, Cardboard, Plastic and Tin and 1476 Tons of Construction Debris.

DESCRIPTION OF REVENUE	FY23 Budget	FY23 Actual	FY24 Budget	FY25 Budget	Comments
Stickers	\$460,000	\$568,315	\$557,270	\$557,270	
Blue Bags	\$485,000	\$543,202	\$500,000	\$540,000	
Bulky Waste	\$681,741	\$ 453,248	\$657,741	\$450,000	
Recycle	\$ 12,000	\$ 22,023	\$ 12,000	\$18,000	
General Fund	\$0	\$0	\$0	\$0	
Interest/Other	\$ 2,500	\$ 3,536	\$ 2,500	\$10,000	





## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Transfer Station-433

**Submitter's Name:** Sean McCarthy

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

Provide trash disposal for all parks and beaches.

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

Provide residents with a cost effective way to properly dispose of their household trash and recyclables.



**Transportation Infrastructure**



**Water Infrastructure**



**Sanitary Infrastructure**



**None of the above**

**Transfer Station Enterprise Fund**

	<b>Actual FY18</b>	<b>Actual FY19</b>	<b>Actual FY20</b>	<b>Actual FY21</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Budget FY24</b>	<b>Proposed FY25 budget</b>
<b>Revenue:</b>			<i>C &amp; D inc \$.02 &amp; Sticker +\$10</i>		<i>C &amp; D Inc \$.03</i>	<i>Sticker +\$15</i>		
Transfer Station Stickers	444,738	422,135	420,629	515,320	480,215	568,315	557,270	557,270
Trash Bags	459,607	485,200	495,025	589,387	546,171	543,202	500,000	540,000
Recycling	23,115	17,500	11,708	13,145	20,286	22,023	12,000	18,000
Bulky Waste	330,406	453,769	527,152	569,791	537,367	453,248	651,741	450,000
Interest Income	7,878	12,679	8,440	2,333	3,168	22,754	2,500	10,000
Misc	1,908	2,222	5,550	(740)	2,118	3,536		
<b>Total Revenue</b>	<b>1,267,651</b>	<b>1,393,505</b>	<b>1,468,503</b>	<b>1,689,236</b>	<b>1,589,324</b>	<b>1,613,078</b>	<b>1,723,511</b>	<b>1,575,270</b>
<b>Expenses:</b>								
Personal Services	230,272	233,748	247,236	256,840	272,577	291,662	344,974	375,660
Purchase of Services	762,018	860,078	957,318	987,554	816,500	883,328	1,020,100	915,100
Materials & Supplies	100,978	88,766	103,056	74,058	121,685	124,889	131,690	136,690
Indirect Costs	164,846	159,419	142,760	145,968	155,007	160,317	166,484	249,764
Emergency Reserve						-	10,000	-
Capital Outlay/Transfers to Reserves	-	-		25,000	16,164			
<b>Total Operating Expenses</b>	<b>1,258,115</b>	<b>1,342,012</b>	<b>1,450,370</b>	<b>1,489,421</b>	<b>1,381,934</b>	<b>1,460,196</b>	<b>1,673,248</b>	<b>1,677,214</b>
<b>Surplus/(Deficit) before debt payments</b>	<b>9,537</b>	<b>51,493</b>	<b>18,134</b>	<b>199,816</b>	<b>207,391</b>	<b>152,883</b>	<b>50,263</b>	<b>(101,944)</b>
Transfer from Special Revenue Fund	-	-	-	-	3,240	-		-
Debt Service	(16,950)	(16,350)	(15,750)	-	(23,893)	(26,448)	(50,263)	(38,900)
<b>Total Surplus/(Deficit)</b>	<b>(7,413)</b>	<b>35,143</b>	<b>2,384</b>	<b>199,816</b>	<b>186,738</b>	<b>126,435</b>	<b>-</b>	<b>(140,844)</b>
Unappropriated Certified Retained Earnings as of July 1, 2023								546,766
Less amount proposed for Fall 2023 STM								(138,803)
Less amt needed to balance FY25 budget								-
Less amt to be used for FY25 Capital								(174,045)
<b>Balance of Retained Earnings after FY24 STM</b>								<b>233,918</b>

10/28/2023; 9:22 AM

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs % Change
<b>Transfer Station Enterprise - Sean McCarthy, Engineering Supervisor</b>									
63433510	511000	REGULAR SALARIES	\$209,790.21	\$215,397.61	\$275,454.00	\$296,058.00	\$20,604.00	\$296,058.00	\$0.00
63433510	512000	OVERTIME	\$42,844.82	\$50,119.10	\$46,415.00	\$53,291.00	\$6,876.00	\$53,291.00	\$0.00
63433510	513000	LONGEVITY	\$800.00	\$1,800.00	\$2,300.00	\$2,300.00	\$0.00	\$2,300.00	\$0.00
63433510	514000	EDUCATIONAL INCENTIVE	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$0.00
63433510	517200	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63433510	519000	SEASONAL SALARIES	\$11,085.00	\$16,470.00	\$14,400.00	\$14,400.00	\$0.00	\$14,400.00	\$0.00
63433510	519100	OTHER SALARIES	\$7,557.33	\$6,875.40	\$5,905.00	\$8,611.00	\$2,706.00	\$8,611.00	\$0.00
<b>63433510 Total</b>			<b>\$272,577.36</b>	<b>\$291,662.11</b>	<b>\$344,974.00</b>	<b>\$375,660.00</b>	<b>\$30,686.00</b>	<b>\$375,660.00</b>	<b>\$0.00</b>
63433520	521100	ELECTRICITY	\$13,085.90	\$18,527.35	\$15,000.00	\$0.00	(\$15,000.00)	\$15,000.00	\$15,000.00
63433520	524200	REPAIR & MAINTENANCE	\$26,751.72	\$18,236.29	\$28,750.00	\$28,750.00	\$0.00	\$23,750.00	(\$5,000.00)
63433520	524500	VEHICLE SERVICE	\$13,778.46	\$13,503.24	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
63433520	527100	HAULING CONTRACTS	\$689,287.71	\$764,286.64	\$900,000.00	\$890,000.00	(\$10,000.00)	\$790,000.00	(\$100,000.00)
63433520	530900	TECHNICAL SERVICES	\$67,587.09	\$62,495.65	\$85,000.00	\$85,000.00	\$0.00	\$65,000.00	(\$20,000.00)
63433520	534100	TELEPHONE	\$408.07	\$464.79	\$300.00	\$300.00	\$0.00	\$300.00	\$0.00
63433520	534300	BINDING & PRINTING	\$751.30	\$964.03	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00
63433520	571100	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63433520	573100	PROFESSIONAL DUES & SUBS	\$4,850.00	\$4,850.00	\$4,850.00	\$4,850.00	\$0.00	\$4,850.00	\$0.00
<b>63433520 Total</b>			<b>\$816,500.25</b>	<b>\$883,327.99</b>	<b>\$1,050,100.00</b>	<b>\$1,025,100.00</b>	<b>(\$25,000.00)</b>	<b>\$915,100.00</b>	<b>(\$110,000.00)</b>
63433540	542300	SUPPLIES	\$88,021.32	\$89,999.82	\$90,000.00	\$100,000.00	\$10,000.00	\$100,000.00	\$0.00
63433540	542500	PRINTING & FORMS	\$0.00	\$116.30	\$140.00	\$140.00	\$0.00	\$140.00	\$0.00
63433540	543000	BUILDING SUPPLIES	\$1,239.00	\$575.00	\$1,300.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00
63433540	543100	EQUIPMENT PARTS	\$16,099.26	\$15,329.63	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00	\$0.00
63433540	545100	CLEANING SUPPLIES	\$161.53	\$729.22	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
63433540	548000	VEHICLE SUPPLIES	\$301.95	\$582.45	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00
63433540	548100	FUELS & LUBRICANTS	\$13,036.98	\$14,862.12	\$18,000.00	\$18,000.00	\$0.00	\$14,000.00	(\$4,000.00)
63433540	548400	TOOLS & EXPENDABLES	\$0.00	\$294.00	\$300.00	\$300.00	\$0.00	\$300.00	\$0.00
63433540	558100	CLOTHING	\$2,824.94	\$2,400.00	\$4,400.00	\$4,400.00	\$0.00	\$3,400.00	(\$1,000.00)
<b>63433540 Total</b>			<b>\$121,684.98</b>	<b>\$124,888.54</b>	<b>\$131,690.00</b>	<b>\$141,690.00</b>	<b>\$10,000.00</b>	<b>\$136,690.00</b>	<b>(\$5,000.00)</b>
63433560	578000	Emergency Reserve Fund	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	(\$10,000.00)
63433560	596000	INDIRECT COSTS	\$155,007.00	\$160,317.00	\$166,484.00	\$249,764.00	\$83,280.00	\$249,764.00	\$0.00
<b>63433560 Total</b>			<b>\$155,007.00</b>	<b>\$160,317.00</b>	<b>\$176,484.00</b>	<b>\$259,764.00</b>	<b>\$83,280.00</b>	<b>\$249,764.00</b>	<b>(\$10,000.00)</b>
63433580	585100	EQUIPMENT	\$16,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63433580	585300	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>63433580 Total</b>			<b>\$16,164.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
63433590	591000	PRINCIPAL ON LONG TER	\$18,900.00	\$15,000.00	\$39,500.00	\$30,000.00	(\$9,500.00)	\$30,000.00	\$0.00
63433590	591500	INTEREST ON LONG TERM	\$4,993.04	\$8,332.36	\$10,763.00	\$8,900.00	(\$1,863.00)	\$8,900.00	\$0.00

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
63433590	592500	INTEREST ON SHORT TERM	\$0.00	\$3,115.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>63433590 Total</b>			<b>\$23,893.04</b>	<b>\$26,448.07</b>	<b>\$50,263.00</b>	<b>\$38,900.00</b>	<b>(\$11,363.00)</b>	<b>\$38,900.00</b>	<b>\$0.00</b>	
<b>Transfer Station Ent Total</b>			<b>\$1,405,826.63</b>	<b>\$1,486,643.71</b>	<b>\$1,753,511.00</b>	<b>\$1,841,114.00</b>	<b>\$87,603.00</b>	<b>\$1,716,114.00</b>	<b>(\$125,000.00)</b>	<b>-2.1%</b>

**Town of Scituate  
Transfer Station Enterprise Fund  
Indirect Costs  
Fiscal Year 2025 Budget**

<b>Description</b>	<b>Basis</b>	<b>Allocation</b>	<b>%*</b>	<b>FY24 Budget</b>	<b>Total</b>
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	1.45%	424,708	6,154
Town Accountant	Processing of warrants etc.	Total FY24 budget	1.45%	474,088	6,870
Treas/Collector	Collections, bank rec., payroll etc.	Total FY24 budget	1.45%	466,650	6,762
Engineering Dept.	Engineering	1/2 of Town Engineer's Salary			53,728
DPW Admin. Dept.	Administration	1/5 of Director's Salary			28,709
Insurance	Building,Auto, Liability etc.	From Insurance Company			7,145
Group Insurance	Town's Share of group insurance.	Actual Contribution FY23 rates			6,346
Medicare	Town's Share of medicare.	Actual FY23	1.45%		2,743
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.21%	136,829	147
Unemployment & Workers Comp Claims		Acutal FY23			72,418
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	0.86%	6,841,463	58,742
				16.5%	<b>249,764</b>

\* based on enterprise FY24 operating budget to total Town operating budget

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: SEWER

#### MISSION STATEMENT:

Assure the proper collection and treatment of the Town's wastewater in an environmentally sound, safe and cost-effective manner to protect human health while meeting NPDES (National Pollution Discharge and Elimination System) discharge permit and other regulated operating requirements. Our primary objective is to implement our plans to meet the new requirements while maintaining and improving existing treatment systems. Our secondary objective is to make investments, repairs, and modernize equipment while restoring sewer system capacity by removing inflows and infiltration. In all areas we seek to increase resiliency of the wastewater systems and curtail ongoing operating and maintenance costs.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue to identify and mitigate sources of (I+I) Inflow and Infiltration to provide capacity for sewer system expansions. Recent sewer improvements included provisions for private services to maximize the capacity restored. Goal is to position the department to support the planned phased sewer expansions, especially in North Scituate. Scituate, Cohasset and Hull continue to meet to discuss the potential of a regional sewer district for future expansions.
2. Conduct comprehensive facilities plan and waste water management and best practices review for the WWTP (Waste Water Treatment Plant), collection system, and nine pump stations. Goal is to provide evaluations for capital projects moving forward and begin design phase of treatment plant upgrade and improvements to support new permit and more stringent limits.
3. Enhance resiliency of systems against more frequent and more severe storm events. Projects will include: remote SCADA control of the pump stations subject to severe flooding, replacing structures with water tight structures, installing flood mitigation equipment and structures, and acquiring portable pumps and generators for emergency conditions.
4. Implement and improve cyber security measures and enhance the SCADA (Supervisory Control and Data Acquisition) systems at the WWTP and pump stations. The facility recently completed a cyber security assessment and has been working in conjunction with the Information Technology department to make improvements.

## MAJOR BUDGET COMPONENTS

1. Debt Services - \$1,997,038
2. Personal Services - \$684,442
3. Purchase of Services - \$1,162,268
  - Utilities – 50% = \$579,484 (Electricity and Natural Gas)
  - Rental Equipment – 28% = \$328,166 (Sludge Cake Hauled)
  - Repair & Maintenance – 10% = \$113,125
  - Technical Services – 7% = \$81,825 (SCADA/wireless, lab testing.)
4. Materials & Supplies - \$464,723
  - Chemicals & Lab Supplies – 62% = \$289,876
  - Equipment & Parts – 32% = \$147,052
  - Fuels & Lubes – 3% = \$15,000
5. Intergovernmental - \$368,383



## FY 2025 RISKS AND CHALLENGES

1. The facility is now under a new NPDES general permit. New permit requires additional testing requirements for PFAS and sludge solids. Department needs to conduct additional testing and will likely need to seek technical services to determine impacts of new limits and feasibility of new treatment systems.
2. The sewer collection system is significantly impacted by inflows and infiltration. These I+I flows limit capacity of the system and increase operational costs. Coastal areas are of significant importance; coastal flooding and salt water intrusion have more severe impacts on system capacity and wear and tear of equipment. Climate change predictions for sea level rise and the Town's hazard planning committee has identified critical sewer division assets located in vulnerable locations. The lack of capacity of the sewer system limits the departments ability to expand services to offset costs.
3. Supply chain complications: Worldwide market impacts from the Covid pandemic, to the war in Ukraine, have created unanticipated costs and interruptions for supply and delivery of essential chemicals and equipment. Interruptions have led to delayed implementation of projects and substantial increases in expected lead times or prices. Markets are in flux as demand for essential commodities outpaces supply and production of affected industries. Department has adapted by keeping additional essential parts like variable frequency drives in inventory to reduce downtime for critical equipment.
4. Solids disposal constraints: The waste water process generates sludge that needs to be dewatered into sludge cake and hauled for disposal. The existing belt filter press is unable to dewater solids to a level which reliably meets landfill standards. Additional materials need to be mixed with the cake to raise the solids profile which results in greater hauling and disposal costs. Landfills are becoming more stringent and have limited capacity to offer which presents a potential situation where the facility might not be able to reliably dispose of its solids unless new treatment and drying technology is implemented.
5. Cyber Threats: A joint advisory from the Federal Bureau of Investigation (FBI), the Cybersecurity and Infrastructure Agency (CISA), the Environmental Protection Agency (EPA), and the National Security Agency (NSA), has been released. This alert (AA21-287A) highlights ongoing malicious cyber activity targeting the information technology (IT) and operational technology (OT) networks, systems, and devices of U.S. Water and Wastewater Systems. Managing the risks from these threats is an increasingly difficult challenge that has delayed the implementation and increased the costs of certain systems, as security needs and concerns are evaluated.

## DEPARTMENTAL ACCOMPLISHMENTS

1. Modernizing and enhancing treatment: When possible, systems are identified and replaced with modernized equipment with the benefit of increasing efficiency or capacity and reducing ongoing maintenance costs. Recent improvements include: recycling plant effluent instead of town water for polymer system, integrated new intermediate level controls with pump drives, data collection and reporting software installed and upgraded to allow for more data collection and optimization of treatment process and plant equipment.
2. Replacing failing pump water seals with high efficiency seals. As the old seal systems fail, new sealed loop tank seal systems are being installed to replace old seals on pumps. These new systems use a sealed tank to recycle seal water instead of needing continuous water supply.
3. Energy efficiency upgrades: The facility is constantly looking for ways to reduce electrical use by optimizing systems. Last year the division was awarded \$160,735 in energy efficiency grant funding to move forward with replacing an old out of date main aeration blower and boiler heating system.
4. Removal of inflows and infiltration: The division is currently carrying out substantial improvements as part of a bid project to repair the collection system by conducting thorough inspections and installing liners in sewer mains and service lines as well as repairing and sealing manhole structures. The sewer division has developed a watertight sewer manhole inventory allowing the Town and its contractors to seamlessly replace old leaking covers in the road with new watertight frame and covers as roads are paved or as needs arise.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Taxes & Excise	24,188	22,873	469	7,500	
Penalties & Interest	18,679	24,896	5,631	20,000	
Sewer Usage	1,980,067	2,289,608	582,364	2,697,885	
Septage Disposal Fees	361,815	408,773	99,068	350,000	
Sewer Permits/Licenses	5,100	4,075	1,450	4,000	
Sewer Connection Fees	576,500	461,000	80,000	320,000	
Sewer Liens/Com.Interest	120,206	101,965	9,594	95,000	
Interest Income	4,426	68,802	17,667	20,000	
Misc.	7,532	21,738	1,065	0	
Betterment	1,247,449	973,939	830,165	1,244,113	
Total	4,345,962	4,377,669	1,627,473	4,868,498	



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** DPW: Sewer Division

**Submitter's Name:** William Branton

Please check off all those that apply and provide a brief explanation.

- Climate Change and Sea Level Rise**  
Continued improvements and repairs to be more resilient against climate change and rising waters.
- Climate Change & Ecology**  
Meets permit limits to provide clean effluent to receiving waters. Supports wildlife within the North and Herring rivers and related ecological systems.
- Open Space & Recreation**  
Provides greater range of sanitary disposal options to promote open space and recreation.
- Housing Diversity**  
Provides sanitary waste disposal options with superior capacity for more housing options compared to on-site systems.
- Land Use**  
Helps to keep groundwaters clean and supports use of lands.
- Zoning**  
Allows for more options compared to on-site systems.
- Cultural & Historic Preservation**  
Sewer service less disruptive than installing new on-site systems. Allows sites to better preserve their footprint.



**Economic Development**

Sewer service enables greater density on existing lots for more development.



**Transportation Infrastructure**



**Water Infrastructure**

Helps to keep source and groundwaters clean.



**Sanitary Infrastructure**

Provides centralized sanitary treatment systems and collection system infrastructure.



**None of the above**



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position    Equipment Operator

Hours per pay period    40

FT

PT (less than 35 hours)

Hourly Rate    \$26.13

Bargaining Unit/Grade & Step    Laborers' Grade B Step 2

Salary Impact    \$54,559.40

hours per week x hourly rate x 52.2 weeks

Medicare Impact    \$791.12

1.45% x salary impact

Pension Impact (if over 20 hours)    \$5,401.54

9% x salary impact plus 2% x salary impact  
over \$30,000 (For \$50,000; 9% x \$50,000  
plus 2% x \$20,000)

Benefits Impact (if over 20 hours)    \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements    \$755

Required training or outfitting costs (i.e.  
police academy/turnout gear)

Technology Costs    \$1,100

New laptop (\$1,300), cell phone/tablet  
(\$1,100)

Other Contractual Costs    \$2,904

Uniform allowance, stipends, etc....

Total Cost Impact    \$83,365.06

Justification (stay within box limits):

Truck and equipment operator. Currently our full-time mechanic is the only licensed CDL operator and needs to be taken off assigned tasks to operate equipment. Full time driver would allow department to haul any sludge cake, run preventative maintenance Vaccon crews and keep up with the collection system. Similiar to Water Distribution, Sewer should have a collection system crew. Also can be used to fullfill snow removal needs.

Offsetting Revenues (source and amount)

Savings on hauling and disposal.

Requestor's Name      Wiliam Branton

Date                      10/13/2023

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs % Change
<b>Sewer (Wastewater Enterprise) - William Branton, Sewer Supervisor</b>									
64440510	510001	NEW PERS-BENEFITS IMPACT	\$0.00	\$0.00	\$0.00	\$24,047.00	\$24,047.00	\$0.00	(\$24,047.00)
64440510	510100	NEW STAFF REQUEST	\$0.00	\$0.00	\$0.00	\$59,319.00	\$59,319.00	\$0.00	(\$59,319.00)
64440510	511000	REGULAR SALARIES	\$482,748.62	\$495,333.06	\$513,803.00	\$546,853.00	\$33,050.00	\$546,853.00	\$0.00
64440510	512000	OVERTIME	\$49,528.23	\$44,181.13	\$73,553.00	\$78,358.00	\$4,805.00	\$78,358.00	\$0.00
64440510	513000	LONGEVITY	\$3,650.00	\$3,750.00	\$4,800.00	\$5,100.00	\$300.00	\$5,100.00	\$0.00
64440510	514000	EDUCATIONAL INCENTIVE	\$1,375.00	\$1,375.00	\$2,975.00	\$13,650.00	\$10,675.00	\$13,650.00	\$0.00
64440510	517200	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
64440510	519000	SEASONAL SALARIES	\$3,026.00	\$130.00	\$15,600.00	\$15,600.00	\$0.00	\$5,600.00	(\$10,000.00)
64440510	519100	OTHER SALARIES	\$22,543.77	\$21,692.02	\$44,739.00	\$24,881.00	(\$19,858.00)	\$24,881.00	\$0.00
<b>64440510 Total</b>			<b>\$562,871.62</b>	<b>\$566,461.21</b>	<b>\$655,470.00</b>	<b>\$767,808.00</b>	<b>\$112,338.00</b>	<b>\$674,442.00</b>	<b>(\$93,366.00)</b>
64440520	521100	ELECTRICITY	\$366,454.91	\$496,101.13	\$450,000.00	\$547,984.00	\$97,984.00	\$500,000.00	(\$47,984.00)
64440520	521300	NATURAL GAS	\$28,239.65	\$26,620.29	\$35,190.00	\$31,500.00	(\$3,690.00)	\$31,500.00	\$0.00
64440520	524100	OFFICE MACHINE MAINTENANCE	\$2,371.32	\$2,371.32	\$2,372.00	\$2,372.00	\$0.00	\$2,372.00	\$0.00
64440520	524200	REPAIR & MAINTENANCE	\$156,387.32	\$92,400.92	\$104,000.00	\$113,125.00	\$9,125.00	\$104,000.00	(\$9,125.00)
64440520	524500	VEHICLE SERVICE	\$625.69	\$3,366.65	\$6,800.00	\$10,500.00	\$3,700.00	\$6,800.00	(\$3,700.00)
64440520	527100	RENTALS EQUIPMENT	\$207,016.15	\$267,308.20	\$285,000.00	\$328,166.00	\$43,166.00	\$285,000.00	(\$43,166.00)
64440520	530800	TRAINING	\$4,884.59	\$3,931.20	\$18,400.00	\$20,700.00	\$2,300.00	\$18,400.00	(\$2,300.00)
64440520	530900	TECHNICAL SERVICES	\$59,106.11	\$60,500.80	\$60,000.00	\$81,825.00	\$21,825.00	\$60,000.00	(\$21,825.00)
64440520	531900	LEGAL SERVICES	\$567.84	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	(\$7,000.00)
64440520	532100	CONFERENCES/MEETINGS	(\$66.79)	\$427.38	\$1,000.00	\$2,500.00	\$1,500.00	\$1,000.00	(\$1,500.00)
64440520	534100	TELEPHONE	\$6,266.20	\$5,124.56	\$11,256.00	\$11,441.00	\$185.00	\$11,441.00	\$0.00
64440520	534300	BINDING & PRINTING	\$0.00	\$0.00	\$405.00	\$1,074.00	\$669.00	\$405.00	(\$669.00)
64440520	534400	POSTAGE & DELIVERY	\$453.36	\$525.75	\$500.00	\$700.00	\$200.00	\$500.00	(\$200.00)
64440520	573100	PROFESSIONAL DUES & SUBS	\$1,153.40	\$927.00	\$2,363.00	\$3,381.00	\$1,018.00	\$2,381.00	(\$1,000.00)
<b>64440520 Total</b>			<b>\$833,459.75</b>	<b>\$959,605.20</b>	<b>\$977,286.00</b>	<b>\$1,162,268.00</b>	<b>\$184,982.00</b>	<b>\$1,023,799.00</b>	<b>(\$138,469.00)</b>
64440540	542000	OFFICE SUPPLIES	\$655.36	\$453.15	\$750.00	\$750.00	\$0.00	\$750.00	\$0.00
64440540	542300	SUPPLIES	\$574.79	\$59.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
64440540	542500	PRINTING & FORMS	\$789.98	\$634.00	\$715.00	\$715.00	\$0.00	\$715.00	\$0.00
64440540	543000	BUILDING SUPPLIES	\$1,689.66	\$2,103.19	\$2,515.00	\$2,520.00	\$5.00	\$2,520.00	\$0.00
64440540	543100	EQUIPMENT PARTS	\$71,996.39	\$93,537.97	\$90,000.00	\$147,052.00	\$57,052.00	\$90,000.00	(\$57,052.00)
64440540	545100	CLEANING SUPPLIES	\$322.27	\$12.28	\$400.00	\$400.00	\$0.00	\$400.00	\$0.00
64440540	548000	VEHICLE SUPPLIES	\$85.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
64440540	548100	FUELS & LUBRICANTS	\$11,996.22	\$7,272.36	\$15,000.00	\$15,000.00	\$0.00	\$12,000.00	(\$3,000.00)
64440540	548400	TOOLS & EXPENDABLES	\$1,082.71	\$702.11	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
64440540	550100	CHEMICAL & LAB SUPPLIES	\$194,698.26	\$208,272.21	\$328,651.00	\$289,876.00	(\$38,775.00)	\$289,876.00	\$0.00
64440540	558100	CLOTHING	\$4,360.11	\$5,550.79	\$6,850.00	\$5,410.00	(\$1,440.00)	\$5,410.00	\$0.00



**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>64440540</b>	<b>Total</b>		<b>\$288,250.75</b>	<b>\$318,597.06</b>	<b>\$447,881.00</b>	<b>\$464,723.00</b>	<b>\$16,842.00</b>	<b>\$404,671.00</b>	<b>(\$60,052.00)</b>	
64440560	578000	Emergency Reserve Fund	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	(\$25,000.00)	
64440560	596000	INDIRECT COSTS	\$287,383.00	\$297,248.00	\$299,650.00	\$343,383.00	\$43,733.00	\$343,383.00	\$0.00	
<b>64440560</b>	<b>Total</b>		<b>\$287,383.00</b>	<b>\$297,248.00</b>	<b>\$299,650.00</b>	<b>\$368,383.00</b>	<b>\$68,733.00</b>	<b>\$343,383.00</b>	<b>(\$25,000.00)</b>	
64440580	585100	EQUIPMENT	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	
<b>64440580</b>	<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	
64440590	591000	PRINCIPAL ON LONG TERM DEBT	\$1,500,694.65	\$1,472,601.52	\$1,641,266.00	\$1,432,387.00	(\$208,879.00)	\$1,432,387.00	\$0.00	
64440590	591500	INTEREST ON LONG TERM DEBT	\$358,843.19	\$333,883.81	\$349,598.00	\$435,469.00	\$85,871.00	\$435,469.00	\$0.00	
64440590	592000	OTHER DEBT SERVICES	\$9,134.06	\$4,108.02	\$6,174.00	\$4,982.00	(\$1,192.00)	\$4,982.00	\$0.00	
64440590	592500	INTEREST ON SHORT TERM DEBT	\$27,450.00	\$40,213.06	\$0.00	\$124,200.00	\$124,200.00	\$124,200.00	\$0.00	
64440590	593000	CERT OF NOTES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>64440590</b>	<b>Total</b>		<b>\$1,896,121.90</b>	<b>\$1,850,806.41</b>	<b>\$1,997,038.00</b>	<b>\$1,997,038.00</b>	<b>\$0.00</b>	<b>\$1,997,038.00</b>	<b>\$0.00</b>	
<b>Sewer (Wastewater Ent)</b>	<b>Total</b>		<b>\$3,868,087.02</b>	<b>\$3,992,717.88</b>	<b>\$4,379,825.00</b>	<b>\$4,762,720.00</b>	<b>\$382,895.00</b>	<b>\$4,445,833.00</b>	<b>(\$316,887.00)</b>	<b>1.5%</b>

**Sewer Enterprise Fund**

	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Actual FY22	<i>Cedar Pt Bmt</i> Actual FY23	Budget FY24	Proposed FY25 budget
<b>Revenue:</b>		5% Rate Inc	free usage eliminated	6% Rate Inc	9% Rate Inc	16% Rate Inc	10% Rate Inc	
Tax Liens	9,214	9,669	6,861	1,567	24,188	22,873	5,000	7,500
Sewer Use Charges*	1,295,226	1,321,191	1,512,623	1,852,270	1,980,067	2,289,608	2,697,885	2,697,885
Septage Disposal Fees*	296,906	245,004	221,428	278,535	361,815	408,773	300,000	350,000
Interest/Penalties	10,072	11,259	13,833	18,930	18,679	24,896	12,000	20,000
Sewerage Permits/Licenses	1,360	4,175	4,450	6,675	5,100	4,075	4,000	4,000
Sewer Connection Fees	77,000	900,750	680,000	342,000	576,500	461,000	380,000	320,000
Sewer Liens/Committed Interest	137,614	74,146	113,136	94,038	120,206	101,965	95,000	95,000
Interest Income	20,657	32,133	43,648	13,218	4,426	68,802	10,000	20,000
State Revenue				1,774	1,833	1,656		
Misc	2,422	18,427	4,399	6,140	7,532	21,738	-	
<b>Total Revenue</b>	<b>1,850,470</b>	<b>2,616,753</b>	<b>2,600,379</b>	<b>2,615,147</b>	<b>3,100,345</b>	<b>3,405,386</b>	<b>3,503,885</b>	<b>3,514,385</b>
<b>Expenses:</b>								
Personal Services	417,024	450,201	523,638	539,775	562,872	566,461	655,470	767,808
Purchase of Services	626,356	719,506	674,765	715,670	833,460	959,605	1,023,441	1,162,268
Materials & Supplies	197,821	256,042	238,739	257,495	288,251	318,597	447,881	464,723
Indirect Costs	238,646	241,985	257,395	257,018	287,383	297,248	299,650	343,383
Capital Outlay	5,000	-	-	-	-	-	2,500	2,500
Transfer to Sewer Stabilization Fund				250,000				
Emergency Reserve							25,000	25,000
Capital Articles								
<b>Total Operating Expenses</b>	<b>1,484,847</b>	<b>1,667,734</b>	<b>1,694,537</b>	<b>2,019,958</b>	<b>1,971,965</b>	<b>2,141,911</b>	<b>2,453,942</b>	<b>2,765,682</b>
<b>Surplus/(Deficit) before debt payments</b>	<b>365,623</b>	<b>949,019</b>	<b>905,842</b>	<b>595,189</b>	<b>1,128,380</b>	<b>1,263,474</b>	<b>1,049,943</b>	<b>748,703</b>
Debt Exclusion	655,710	672,611	120,476	97,982	-	-		-
Debt Service	(888,398)	(918,239)	(451,662)	(414,712)	(648,673)	(867,418)	(873,910)	(752,925)
<b>Total Surplus/(Deficit) before Betterments</b>	<b>132,935</b>	<b>703,391</b>	<b>574,655</b>	<b>278,459</b>	<b>479,707</b>	<b>396,056</b>	<b>176,033</b>	<b>(4,222)</b>
<b>Betterments</b>								
Revenue								
Added to Taxes	1,007,644	946,889	846,563	823,872	770,912	817,675	883,078	740,000
Cedar Point Pre-pay Transfer						20,263	24,517	24,517
Paid in Advance	326,522	135,094	260,983	278,128	178,615	147,637	80,000	80,000
Betterment Deferrals								
Debt Service	(1,283,332)	(1,271,549)	(1,261,408)	(1,254,495)	(1,247,449)	(973,939)	(1,163,628)	(1,244,113)
<b>Net Betterments</b>	<b>50,834</b>	<b>(189,566)</b>	<b>153,863</b>	<b>(152,495)</b>	<b>(297,922)</b>	<b>11,636</b>	<b>(176,033)</b>	<b>(399,596)</b>
<b>Net Surplus/(Deficit)</b>	<b>183,769</b>	<b>513,825</b>	<b>728,518</b>	<b>125,964</b>	<b>181,785</b>	<b>407,692</b>	<b>0</b>	<b>(403,818)</b>
Unappropriated Certified Retained Earnings as of July 1, 2023								652,112
Less amount proposed for Fall 2023 STM								(238,437)
Less amt needed to balance FY25 budget								-
Less amt to be used for FY25 Capital								(297,959)
<b>Balance of Retained Earnings after FY24 STM</b>								<b>115,716</b>

10/28/2023; 9:08 AM

**Town of Scituate  
Sewer Enterprise Fund  
Indirect Costs  
Fiscal Year 2025 Budget**

<b>Description</b>	<b>Basis</b>	<b>Allocation</b>	<b>%*</b>	<b>FY24 Budget</b>	<b>Total</b>
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	3.73%	424,708	15,822
Town Accountant	Processing of warrants etc.	Total FY24 budget	3.73%	474,088	17,661
Treas/Collector	Collections, bank rec., payroll etc.	Total FY24 budget	3.73%	466,650	17,384
Facilities Director		Personal Services budget	2.00%	114,257	2,285
Engineering Dept.	Engineering	1/8 of Engineer's Salary			13,432
DPW Admin. Dept.	Administration	1/5 of Director's Salary			28,709
Insurance	Building,Auto, Liability etc.	From Insurance Company			48,183
Group Insurance	Town's Share of group insurance	Actual Contribution FY23 rates			74,811
Medicare	Town's Share of medicare.	Actual FY23	1.45%		7,463
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.55%	136,829	564
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	1.71%	6,841,463	117,069
* based on enterprise FY24 operating budget to total Town operating budget				9.0%	<b>343,383</b>

## TOWN OF SCITUATE

FY 2025 BUDGET

DEPARTMENT: WATER

### MISSION STATEMENT:

**The Water Division**, led by Eric Langlan, has the mission to (a) deliver the best quality drinking water to every household in Scituate, (b) provide accurate and timely bills, (c) meet future growth needs by investing in water resources, infrastructure and conservation. During 2022, the Division delivered 500,514,889 million gallons of water to customers in Scituate: Sourced from 71.1% wells, 21.4% from surface water and 7.4% purchased from Marshfield for Humarock residents.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

1. Continue work on Surface Water Treatment Plant (SWTP).
  - a. Communicate updates to the Select Board regarding any issues and the status of the project for the new SWTP.
  - b. Work with OPM and Woodard & Curran on design and construction of new SWTP to deliver superior water quality.
  - c. Ensure new SWTP is constructed with full redundancy capabilities and allows for expansion.
2. Improve surface water source quality at Old Oaken Bucket Pond.
  - a. Complete hydro-raking to remove sediment and vegetation from the pond.
  - b. Install aeration.
3. Advance the efforts to bring additional ground water into the system.
  - a. Determine best option for location of treatment of Dolan Well.
  - b. Research optimal process for conveyance to Dolan Well.
  - c. Work with Tetra Tech to determine well sites in the West End of Town.
4. Continue efforts to minimize discolored water issues throughout the town.
  - a. Install larger manganese contactor at current SWTP.
  - b. Complete implementation of additional treatment technique to improve water quality from Well 17A.
  - c. Continue unidirectional flushing program.
  - d. Install new hydrants on dead end streets to facilitate flushing.

### MAJOR BUDGET COMPONENTS

Debt Service	\$3,757,135	50.1 %
Personnel Cost	\$1,364,631	18.2 %
Intergovernmental	\$ 540,499	7.2 %
Utilities and Fuel	\$ 481,000	6.4 %
Chemicals/Lab Supplies	\$ 400,000	5.3 %
Charges & Assessments	\$ 354,000	4.7 %
Service & Repairs	\$ 150,000	2.0 %
Pipes, fittings, etc.	\$ 133,000	1.8 %
Technical Services	\$ 75,000	1.0 %

## FY 2025 RISKS AND CHALLENGES

- Current pay scale limits hiring licensed, qualified, experienced operators.
- Outdated and inadequate SWTP inhibits delivery of high-quality drinking water particularly in the summer months when demand is the highest.
- Failure to complete installation of modern SCADA system prevents real time monitoring of wells and booster stations and access to historical trend data from SWTP.
- Allocating time and resources to develop and implement new programs (flushing, valve exercising, and hydrant maintenance) and meet contractual obligations from the DEP Administrative Consent Order to address TTHM violations and acceptable manganese levels while waiting for new Treatment Plant.
- Inability to hire and train and retain qualified operators due to existing benefit and salary structure.
- Meeting future water demand usage based on current level of new construction and population increase.
- Managing the Lead Service Line Replacement Act project with limited staff and available bandwidth.
- Safety, education and training of both Distribution and Treatment Operators.
- Balancing capital water projects, routine workload and continuous training requirements due to lack of staff retention.
- Meeting streamflow guidelines for the First Herring Brook from the reservoir while maintaining a sufficient supply for drinking water which affects other department initiatives, ex. flushing.
- Maintaining excellent customer service levels given current water quality conditions.

## DEPARTMENTAL ACCOMPLISHMENTS

- 2 Distribution operators and 2 Treatment Plant operators achieved increased certification levels within Water Department.
- Completed pilot study for manganese removal to optimize water quality for the approved new SWTP.
- Completed 60% of design phase for new SWTP.
- Began installation of new raw and finished water mains for new SWTP.
- Replaced older style meters with radio read meters in approximately 617 homes as part of ongoing meter replacement program.
- Cleaned clear well tank at surface water treatment plant.
- Repaired 20 water service leaks and 6 water main breaks and 27 broken shut offs .
- Managed business continuation in all areas, including new meter installations, final read requests, additional lead and copper testing of 60 locations, customer service, billing deadlines, ongoing repairs and maintenance.
- Continued development of updated SCADA system.
- Addressed complaints of discolored water issues timely.
- Completed unidirectional flushing program in Spring 2023 in critical areas.
- Serviced and supplied > \$40K bottled water and rust stain remover to residents as a result of elevated manganese levels and discolored water at SWTP.

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected
Water Use Charges	6,000,040	6,703,653	1,700,717	7,494,403
Water Liens	315,881	307,534	1,479	250,000
Water Installations	587,633	267,817	16,502	250,000
Tax Liens	20,829	31,655	1,394	7,500
Interest/Penalties	31,591	44,044	8,156	15,000
Earnings on Investments	21,919	221,666	56,939	50,000
Other Financing Sources		22,460		
Misc	2,051	851	225	
<hr/>				
TOTAL REVENUE	6,979,944	7,599,680	1,785,412	8,066,903



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position Plant Operator

Hours per pay period 40

FT

PT (less than 35 hours)

Hourly Rate \$28.52

Bargaining Unit/Grade & Step Laborers' E-1

Salary Impact \$59,549.76

hours per week x hourly rate x 52.2 weeks

Medicare Impact \$863.47

1.45% x salary impact

Pension Impact (if over 20 hours) \$5,950.48

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) \$17,854

Assume \$17,854 for health & life insurance

Educational/Safety Requirements \$750.00

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs \$1,100.00

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs \$2,758.00

Uniform allowance, stipends, etc....

Total Cost Impact \$88,825.71

Justification (stay within box limits):

Well 17A requires significant time for daily operations and maintenance activities. PFAS regulations being finalized will add to increased testing and sampling as well as increased time for daily treatment activity. State regulations mean full operator training and licensing can take up to four years.

Offsetting Revenues (source and amount)

Requestor's Name      Eric Langlan

Date                      10/13/2023





## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Water Department



**Submitter's Name:** Eric Langlan

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

Deliver quality water to each Scituate household & business. Meet future demand by investing in water resources, infrastructure & conservation.

**Sanitary Infrastructure**

**None of the above**

**Water Enterprise Fund**

	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Proposed FY25 budget
<i>Rate Increases</i>	<i>0%</i>	<i>20%</i>	<i>15.2%</i>	<i>11%;4th tier</i>	<i>9%</i>	<i>10% inc</i>	<i>2% Inc/Tier 100%</i>	
<b>Revenue:</b>		<i>+\$8,500 con fee</i>						
Tax Liens	9,079	9,372	8,890	5,702	20,830	31,655	7,500	7,500
Water Use Charges	3,690,971	4,037,185	4,629,228	5,829,406	6,000,040	6,703,653	6,855,983	7,244,403
Water Installation	200,007	410,341	434,000	449,000	513,762	266,300	250,000	250,000
Water Meter Fees					73,871	1,517		
Interest/Penalties	11,579	14,156	34,936	36,382	31,591	44,044	15,000	15,000
Water Liens/Committed Interest	338,319	193,346	215,742	339,713	315,881	307,534	250,000	250,000
Interest Income	70,002	93,788	40,240	24,485	21,919	221,666	20,000	50,000
FEMA Reimbursements			63,762	-	-	-		
Misc	4,908	21,713	3,210	36,212	2,051	23,311		
<b>Total Revenue</b>	<b>4,324,865</b>	<b>4,779,901</b>	<b>5,430,009</b>	<b>6,720,899</b>	<b>6,979,945</b>	<b>7,599,680</b>	<b>7,398,483</b>	<b>7,816,903</b>
<b>Expenses:</b>								
Personal Services	863,668	993,356	1,052,081	1,076,725	1,059,989	990,219	1,432,487	1,363,826
Purchase of Services	527,448	566,884	775,783	472,007	576,292	737,418	796,300	840,800
Materials & Supplies	381,264	359,705	361,750	391,503	440,053	539,495	620,900	621,300
Marshfield Water	332,236	406,991	266,359	269,113	243,142	327,802	354,000	354,000
Indirect Costs	342,684	362,939	377,832	416,022	437,581	465,481	489,197	540,449
Emergency Reserve					-	-	50,000	50,000
Capital Outlay	247,462	11,675	16,576	70,441	22,726	3,849	31,630	31,630
Capital Articles/Tranfers to Reserves				150,000				
<b>Total Operating Expenses</b>	<b>2,694,762</b>	<b>2,701,549</b>	<b>2,850,381</b>	<b>2,845,810</b>	<b>2,779,782</b>	<b>3,064,263</b>	<b>3,774,514</b>	<b>3,802,005</b>
<b>Surplus/(Deficit) before debt payments</b>	<b>1,630,104</b>	<b>2,078,352</b>	<b>2,579,628</b>	<b>3,875,089</b>	<b>4,200,163</b>	<b>4,535,417</b>	<b>3,623,969</b>	<b>4,014,898</b>
Debt Service	1,755,619	1,771,707	2,269,139	2,375,709	2,815,252	2,678,107	3,623,969	4,014,898
<b>Total Surplus/(Deficit)</b>	<b>(125,515)</b>	<b>306,645</b>	<b>310,490</b>	<b>1,499,380</b>	<b>1,384,910</b>	<b>1,857,310</b>	<b>-</b>	<b>-</b>
Unappropriated Certified Retained Earnings as of July 1, 2023								2,761,188
Less amount proposed for Fall 2023 STM								(918,020)
Less amt needed to balance FY25 budget								-
Less amt to be used for FY25 Capital								(803,800)
<b>Balance of Retained Earnings after FY24 STM</b>								<b>1,039,368</b>

10/28/2023; 9:06 AM

**Town of Scituate  
Water Enterprise Fund  
Indirect Costs  
Fiscal Year 2025 Budget**

Description	Basis	Allocation	%*	FY24 Budget	Total
Town Administrator	Administrative, budget, labor counsel, CPO	Personal Services budget	6.38%	424,708	30,247
Town Accountant	Processing of warrants etc.	Total FY24 budget	6.38%	474,088	30,268
Treas/Collector	Collections, bank rec., payroll etc.	Total FY24 budget	6.38%	466,650	29,793
Facilities Director		Personal Services budget	2.00%	114,257	2,285
Engineering Dept.	Engineering	1/8 of Engineer's Salary			13,432
DPW Admin. Dept.	Administration	1/5 of Director's Salary			28,709
Insurance	Building,Auto, Liability etc.	From Insurance Company			54,577
Group Insurance	Town's Share of group insurance	Actual Contribution FY23 rates			100,924
Medicare	Town's Share of medicare	Actual FY23	1.45%		13,950
OPEB	Eligible -ees/total eligible X OPEB cost	Based on most recent actuary %	0.76%	136,829	520
Unemployment & Workers Comp Claims		Acutal FY23			20,697
Pensions and Retirement	Penison Costs	Based on actuarial breakdown done for PCRS	3.14%	6,841,463	215,047
				8.5%	<b>540,449</b>

\* based on enterprise FY24 operating budget to total Town operating budget

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Water Enterprise - Eric Langlan, Water Superintendent</b>										
65450510	510001	NEW PERS-BENEFITS IMPACT	\$0.00	\$0.00	\$0.00	\$24,668.00	\$24,668.00	\$0.00	(\$24,668.00)	
65450510	510100	NEW STAFF REQUEST	\$0.00	\$0.00	\$0.00	\$64,158.00	\$64,158.00	\$0.00	(\$64,158.00)	
65450510	511000	REGULAR SALARIES	\$897,310.20	\$820,435.52	\$1,067,231.00	\$1,121,977.00	\$54,746.00	\$1,121,772.00	(\$205.00)	
65450510	512000	OVERTIME	\$115,464.61	\$113,855.51	\$158,152.00	\$147,538.00	(\$10,614.00)	\$147,538.00	\$0.00	
65450510	512500	STANDBY	\$24,812.39	\$20,945.83	\$28,945.00	\$24,768.00	(\$4,177.00)	\$24,768.00	\$0.00	
65450510	513000	LONGEVITY	\$5,175.00	\$5,625.00	\$6,125.00	\$5,475.00	(\$650.00)	\$5,475.00	\$0.00	
65450510	514000	EDUCATIONAL INCENTIVE	\$1,950.00	\$2,950.00	\$5,100.00	\$16,575.00	\$11,475.00	\$16,575.00	\$0.00	
65450510	517200	SICK LEAVE BUY BACK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	
65450510	519000	SEASONAL SALARIES	\$0.00	\$7,663.25	\$19,200.00	\$19,200.00	\$0.00	\$19,200.00	\$0.00	
65450510	519100	OTHER SALARIES	\$15,277.13	\$18,744.04	\$22,154.00	\$29,098.00	\$6,944.00	\$27,998.00	(\$1,100.00)	
<b>65450510 Total</b>			<b>\$1,059,989.33</b>	<b>\$990,219.15</b>	<b>\$1,306,907.00</b>	<b>\$1,453,457.00</b>	<b>\$146,550.00</b>	<b>\$1,363,826.00</b>	<b>(\$89,631.00)</b>	
65450520	521100	ELECTRICITY	\$251,038.77	\$329,993.37	\$418,600.00	\$418,600.00	\$0.00	\$418,600.00	\$0.00	
65450520	521300	NATURAL GAS	\$7,241.84	\$22,857.85	\$26,000.00	\$26,000.00	\$0.00	\$26,000.00	\$0.00	
65450520	524100	OFFICE MACHINE MAINTENANCE	\$0.00	\$669.60	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	
65450520	524200	REPAIR & MAINTENANCE	\$100,349.09	\$163,107.93	\$100,000.00	\$150,000.00	\$50,000.00	\$150,000.00	\$0.00	
65450520	524500	VEHICLE SERVICE	\$43,469.48	\$11,973.24	\$5,500.00	\$15,000.00	\$9,500.00	\$15,000.00	\$0.00	
65450520	527100	EQUIPMENT RENTAL	\$12,281.75	\$8,415.05	\$18,500.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	
65450520	530800	TRAINING	\$5,686.76	\$7,020.00	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00	
65450520	530900	TECHNICAL SERVICES	\$97,141.38	\$111,746.33	\$100,000.00	\$75,000.00	(\$25,000.00)	\$75,000.00	\$0.00	
65450520	532100	CONFERENCES/MEETINGS	\$1,299.00	\$5,341.71	\$6,500.00	\$6,500.00	\$0.00	\$6,500.00	\$0.00	
65450520	534100	TELEPHONE	\$13,591.27	\$14,052.98	\$15,500.00	\$15,500.00	\$0.00	\$15,500.00	\$0.00	
65450520	534300	BINDING & PRINTING	\$14,845.73	\$11,056.40	\$25,000.00	\$20,000.00	(\$5,000.00)	\$20,000.00	\$0.00	
65450520	534400	POSTAGE & DELIVERY	\$16,497.35	\$21,477.07	\$20,000.00	\$30,000.00	\$10,000.00	\$30,000.00	\$0.00	
65450520	534600	LEGAL ADVERTISING	\$534.24	\$947.32	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
65450520	538800	WATER REBATE PROGRAM	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$35,000.00	\$10,000.00	
65450520	538900	INTERDEPARTMENTAL	\$11,366.80	\$27,455.88	\$22,000.00	\$17,000.00	(\$5,000.00)	\$17,000.00	\$0.00	
65450520	571100	MILEAGE REIMBURSEMENT	\$0.00	\$273.07	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00	
65450520	573100	PROFESSIONAL DUES & SUBS	\$948.55	\$1,030.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	
<b>65450520 Total</b>			<b>\$576,292.01</b>	<b>\$737,417.80</b>	<b>\$796,300.00</b>	<b>\$830,800.00</b>	<b>\$34,500.00</b>	<b>\$840,800.00</b>	<b>\$10,000.00</b>	
65450540	521200	HEATING OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65450540	542000	OFFICE SUPPLIES	\$2,038.77	\$1,655.25	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	
65450540	542300	SUPPLIES	\$96,893.59	\$98,199.77	\$133,000.00	\$133,000.00	\$0.00	\$133,000.00	\$0.00	
65450540	542500	PRINTING & FORMS	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
65450540	543000	BUILDING SUPPLIES	\$2,628.68	\$13,142.33	\$6,500.00	\$6,500.00	\$0.00	\$6,500.00	\$0.00	
65450540	543100	EQUIPMENT PARTS	\$13,532.99	\$31,451.87	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	
65450540	545100	CLEANING SUPPLIES	\$0.00	\$1,704.75	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
65450540	548000	VEHICLE SUPPLIES	\$12,257.45	\$12,274.37	\$6,000.00	\$10,000.00	\$4,000.00	\$10,000.00	\$0.00	
65450540	548100	FUELS & LUBRICANTS	\$39,643.96	\$27,148.98	\$50,000.00	\$36,400.00	(\$13,600.00)	\$36,400.00	\$0.00	
65450540	548400	TOOLS & EXPENDABLES	\$777.04	\$1,983.04	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
65450540	550100	CHEMICALS & LAB SUPPLIES	\$263,005.11	\$339,718.25	\$390,000.00	\$400,000.00	\$10,000.00	\$400,000.00	\$0.00	
65450540	558100	CLOTHING	\$9,274.93	\$12,216.36	\$13,400.00	\$13,400.00	\$0.00	\$13,400.00	\$0.00	
<b>65450540 Total</b>			<b>\$440,052.52</b>	<b>\$539,494.97</b>	<b>\$620,900.00</b>	<b>\$621,300.00</b>	<b>\$400.00</b>	<b>\$621,300.00</b>	<b>\$0.00</b>	
65450560	560200	CHARGES & ASSESSMENTS	\$243,141.68	\$327,801.78	\$354,000.00	\$354,000.00	\$0.00	\$354,000.00	\$0.00	
<b>65450560 Total</b>			<b>\$243,141.68</b>	<b>\$327,801.78</b>	<b>\$354,000.00</b>	<b>\$354,000.00</b>	<b>\$0.00</b>	<b>\$354,000.00</b>	<b>\$0.00</b>	
65450561	578000	Emergency Reserve Fund	\$0.00	\$0.00	\$50,000.00	\$25,000.00	(\$25,000.00)	\$50,000.00	\$25,000.00	
65450561	596000	INDIRECT COSTS	\$437,581.00	\$465,481.00	\$489,197.00	\$540,449.00	\$51,252.00	\$540,449.00	\$0.00	
<b>65450561 Total</b>			<b>\$437,581.00</b>	<b>\$465,481.00</b>	<b>\$539,197.00</b>	<b>\$565,449.00</b>	<b>\$26,252.00</b>	<b>\$590,449.00</b>	<b>\$25,000.00</b>	
65450580	585100	EQUIPMENT	\$22,725.60	\$3,848.67	\$28,130.00	\$28,130.00	\$0.00	\$28,130.00	\$0.00	
65450580	585300	OFFICE EQUIPMENT	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	
<b>65450580 Total</b>			<b>\$22,725.60</b>	<b>\$3,848.67</b>	<b>\$31,630.00</b>	<b>\$31,630.00</b>	<b>\$0.00</b>	<b>\$31,630.00</b>	<b>\$0.00</b>	
65450590	591000	PRINCIPAL ON LONG TERM DEBT	\$1,636,700.00	\$1,606,200.00	\$2,053,570.00	\$2,239,020.00	\$185,450.00	\$2,496,783.00	\$257,763.00	
65450590	591500	INTEREST ON LONG TERM DEBT	\$1,173,552.44	\$1,000,171.11	\$1,147,186.00	\$1,202,144.00	\$54,958.00	\$1,202,144.00	\$0.00	
65450590	592000	OTHER DEBT SERVICES	\$5,000.00	\$28,190.00	\$70,000.00	\$9,386.00	(\$60,614.00)	\$9,386.00	\$0.00	
65450590	592500	INTEREST SHORT TERM	\$0.00	\$43,545.58	\$353,213.00	\$306,585.00	(\$46,628.00)	\$306,585.00	\$0.00	
<b>65450590 Total</b>			<b>\$2,815,252.44</b>	<b>\$2,678,106.69</b>	<b>\$3,623,969.00</b>	<b>\$3,757,135.00</b>	<b>\$133,166.00</b>	<b>\$4,014,898.00</b>	<b>\$257,763.00</b>	
<b>Water Enterprise Total</b>			<b>\$5,595,034.58</b>	<b>\$5,742,370.06</b>	<b>\$7,272,903.00</b>	<b>\$7,613,771.00</b>	<b>\$340,868.00</b>	<b>\$7,816,903.00</b>	<b>\$203,132.00</b>	<b>7.5%</b>

## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: Board of Health**

### **MISSION STATEMENT:**

The overall mission of the Health Department is to provide services and programs to protect the health, safety and well-being of the residents of Scituate.

To achieve this goal, we are committed to

- Enforce all Local and State-delegated public health and environmental regulations for prevention and control of disease.
- Protect residents from environmental hazards to their health.
- Provide programs, clinics, and educational information designed to prevent and control disease and to continue to improve the quality of the lives of our residents

### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES**

**GOAL #1** – To continue to improve public education, awareness and means of prevention associated with mosquito borne diseases such as Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV), as well as tick borne diseases.

- A. Continue ongoing collaboration with outside programs and entities (3 local golf courses) and other Town Departments to educate residents of Scituate about the importance for communities that could be elevated to critical, high or moderate risk for mosquito borne diseases to continue to take personal precautions against mosquito bites. These steps include using EPA-approved bug spray, wearing long sleeves and pants outdoors to reduce exposed skin, and by limiting outdoor activities in the hours from dusk to dawn when mosquitoes are most active.
- B. Source reduction (e.g., removing potential breeding sites, such as garbage cans, flower pots, bird baths, discarded auto-tires or other containers that hold water) is useful for decreasing the risk against EEE and WNV.
- C. When going outside to an area likely to have ticks:  
Stick to main pathways and the center of trails when hiking.  
Wear a light-colored, long-sleeved shirt with long pants and tuck your pants into your socks. This may be difficult to do when the weather is hot, but it will help keep ticks away from your skin and make it easier to spot a tick on your clothing.  
Use bug repellents. Repellents that contain DEET can be used on your exposed skin. Permethrin is a product that can be used on your clothes. Always follow the product instructions and use repellents with no more than 30-35% DEET on adults and 10-15% DEET on children. Never use insect repellents on infants.

GOAL #2- Continue to educate residents to stop the spread of Covid-19. COVID-19 is a new respiratory disease, caused by a novel coronavirus that has not previously been seen in humans. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. COVID-19 is spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. **The best way to prevent illness is to get vaccinated.**

GOAL #3 To continue to work with local stakeholders and family members to identify residents who struggle with mental health issues.

GOAL #4- To continue to maintain the office database to document, track and report system. The Board of Health issues a large number of permits and information for food establishments, temporary food events, vaccine tracking, tobacco retailers, septic system installers, rubbish removal, pump and hauler contractor, Title 5 inspectors, housing and nuisance cases, social service referrals, hoarding, funeral directors, private wells, burials, pools, and camps.

## **DEPARTMENTAL OBJECTIVES**

The Health Department provides inspectional services for food safety; septic systems; public, semi-public and commercial pools; beach water testing and recreational camps. The department also issues permits for food service and retail food establishments, including residential kitchens and mobile vendors; temporary events serving food; tobacco retailers, disposal works installers and inspectors; septic system installations; and burials. The public health nurse offers several free flu prevention clinics, conducts weekly blood pressure clinics. The department also provides the public with reliable and accurate information on emerging public health threats or concerns, such as EEE, WNV and tick borne diseases. The department also responds to environmental health concerns or issues and is actively engaged in emergency preparedness, collaborating with multiple departments so that the Town can respond efficiently when an emergency occurs. To assist in this necessary planning process, the department is an active member of the Region 4ab Emergency Preparedness Coalition. The staff attends conferences and seminars, so that they can remain current on emerging trends, regulations and best practices in the varied practice of public health. Septic systems permitted through the department continues to increase. There has also been an increase in the number of Title 5 inspection reports to be reviewed and compliance issues and follow up associated with failed systems and operation and maintenance contract requirements to be addressed.

## **MAJOR BUDGET COMPONENTS**

The major budget component is personal services, which currently is comprised of regular salaries, overtime salaries and part-time salaries for the health director, assistant health director, public health nurse, manager of social services, and administrative assistant. Collectively, these



salaries account for approximately 95% of the proposed department budget. Technical services account for 4% of the remaining proposed budget

## **CHALLENGES**

The Board of Health issues annual permits for food establishments; septic system installers, pump and haulers and inspectors; funeral directors; rubbish haulers; and tobacco retailers at the end of each year, resulting in the office receiving, reviewing and issuing approximately 250 permits in a two month period. This is a very time consuming undertaking, particularly by the administrative assistant, who must follow-up with each potential permittee to identify missing application elements and ensure that each application package is complete before issuing each permit prior to the expiration of the permittee's existing permit.



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Board of Health

**Submitter's Name:** Andrew scheele

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Health, Andrew Scheele, Board of Health Director</b>										
1510510	511000	REGULAR SALARIES	\$275,058	\$285,098	\$297,861	\$320,313	\$22,452	\$320,313	\$0	
1510510	512000	OVERTIME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510510	513000	LONGEVITY	\$1,725	\$1,775	\$2,575	\$2,575	\$0	\$2,575	\$0	
1510510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510510	518000	PART-TIME SALARIES	\$18,285	\$14,956	\$14,711	\$14,983	\$272	\$14,983	\$0	
1510510	519100	OTHER SALARIES	\$516	\$523	\$537	\$539	\$2	\$539	\$0	
<b>1510510 Total</b>			<b>\$295,584</b>	<b>\$302,352</b>	<b>\$315,684</b>	<b>\$338,410</b>	<b>\$22,726</b>	<b>\$338,410</b>	<b>\$0</b>	
1510520	519900	PUBLIC SERVICE CONT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510520	524100	OFFICE MACHINE MAIN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510520	524500	REPAIRS & MAINTENAN	\$0	\$0	\$100	\$100	\$0	\$100	\$0	
1510520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510520	530900	TECHNICAL SERVICES	\$360	\$7,828	\$3,000	\$3,000	\$0	\$3,000	\$0	
1510520	532100	CONFERENCES/MEETINGS	\$0	\$0	\$1,150	\$1,150	\$0	\$1,150	\$0	
1510520	534300	BINDING & PRINTING	\$90	\$0	\$375	\$375	\$0	\$375	\$0	
1510520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510520	534600	LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$1,200	\$1,200	\$0	\$1,200	\$0	
1510520	573100	PROFESSIONAL DUES & SUBS	\$0	\$0	\$500	\$500	\$0	\$500	\$0	
<b>1510520 Total</b>			<b>\$450</b>	<b>\$7,828</b>	<b>\$6,325</b>	<b>\$6,325</b>	<b>\$0</b>	<b>\$6,325</b>	<b>\$0</b>	
1510540	542000	OFFICE SUPPLIES	\$487	\$183	\$800	\$800	\$0	\$800	\$0	
1510540	542300	SPECIAL AGENCY SUPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510540	542500	PRINTING & FORMS	\$295	\$0	\$300	\$300	\$0	\$300	\$0	
1510540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1510540	550000	MEDICAL SUPPLIES	\$370	\$299	\$485	\$485	\$0	\$485	\$0	
1510540	558100	CLOTHING	\$0	\$0	\$150	\$500	\$350	\$500	\$0	
<b>1510540 Total</b>			<b>\$1,153</b>	<b>\$483</b>	<b>\$1,735</b>	<b>\$2,085</b>	<b>\$350</b>	<b>\$2,085</b>	<b>\$0</b>	
1510580	585300	OFFICE EQUIPMENT	\$0	\$0	\$125	\$125	\$0	\$125	\$0	
<b>1510580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$125</b>	<b>\$125</b>	<b>\$0</b>	<b>\$125</b>	<b>\$0</b>	
<b>Health Total</b>			<b>\$297,186</b>	<b>\$310,662</b>	<b>\$323,869</b>	<b>\$346,945</b>	<b>\$23,076</b>	<b>\$346,945</b>	<b>\$0</b>	<b>7.1%</b>

## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: 541 / COUNCIL ON AGING**

NEW MISSION STATEMENT: *The mission of the Scituate Senior Center is:*

*To promote the physical, intellectual and emotional wellness of our community of older adults by cultivating connections, fostering independence, and enhancing quality of life.*

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREA

**GOAL 1:** To continue to provide an environment that is welcoming to all and encourages newcomers to seek out resources and comfortably become part of the Senior Center community.

Objectives:

1. Increase number of first-time participants by creating “newcomer” opportunities such as Open Houses, Bring a Friend days or an Activity “fair”
2. Offer a regular evening opportunity and a weekend activity or event for seniors who are working;
3. Establish a regular plan of messaging to the community in a variety of media, i.e. electronic mail blasts, voice greetings, social media;
4. Pursue creation of an independent, user-friendly website.
5. Enhance entrance and front desk greeting area for welcoming and directing visitors.

**GOAL 2:** To recognize important trends for providing programs and information that align with needs and interests of our community.

Objectives:

1. Establish a system of program review to assess performance and identify opportunities to implement new programs (ongoing);
2. Cultivate additional Memory Café and other inclusive offerings for clients with early-stage memory loss and caregivers to further support and provide feeder to Social Day Program;
3. Begin to work with interested participants/user committee to garner input toward Lifelong Learning course additions and other activities that patrons would like to see added;
4. Provide dementia-friendly training and opportunities for staff and community and continue to promote action items from Age-Friendly Action plan.
5. Actively seek opportunities through MCOA and other partners to enhance programming and service options.

**GOAL 3:** Create Outreach initiatives to provide a more robust network of assistance for clientele.

Objectives:

1. Develop comprehensive Resource Guide for Seniors and community for assisting callers with needed home and personal care options;
2. Promote new Handyman program;
3. Reestablish a Friendly Visitor program;
4. Partner with Social Services collaborative group (including town Clergy) to establish a Helping Hands program with established volunteer corps of participants to meet needs of residents with limited resources.

## MAJOR BUDGET COMPONENTS

### I. Personal Services/Personnel

Director – no change

Admin Assistant – no change

Food Service Manager – no change

Kitchen Assistant – no change

Transportation Coordinator – no change (performing added responsibilities to include case mgmt tasks for Transportation clients or potential clients identified as at risk as support for Outreach).

Activities/Volunteer Coordinator – Non-union; part-time (30 hrs)

FY2023 – Requested 5 additional hours/Approved; requested position 100% on Budget/Not approved

FY2024 – Requested to move funding to Municipal Budget/ Not approved. Adoption of permanent position on Town budget would open up more opportunity for funding of support staff roles and client needs through the state-funded Formula Grant. This is a critical role that I would identify for advancement (see Assistant Director).

Outreach Coordinator – PROPOSED upgrade to Non-Union Level/Step to include LSW/clinical requirements/salary commensurate; OR part-time LSW to work with FT OPEN Outreach Worker/Coordinator once hired [Could review/advertise for FT Assistant Director with requirement for LSW or experience in Outreach with senior population]

Social Day Program Coordinator – no change; serving as interim, part-time Outreach Coordinator as able  
PROPOSED staff needs/additions:

Assistant Director – PROPOSED NEW budgeted position offering potential advancement for current staff person or new hire that could be combined with current OPEN Outreach position. This position would support the Director in a variety of areas, including staff development, special programs, policy matters, facilities management or as needed or appropriate in a backup capacity in absence of Director and while filling a supplemental role (i.e. Programs, Outreach/Social Services, Volunteers). [Proposed FT salary range at 60,747-62,705; Cohasset salary range at \$53,205to \$63,554]

Media/Activities Assistant – PROPOSED NEW grant-funded position for this critical support role. Position would combine communication to patrons and community through newsletter and flyers, online through email and website, social media postings, and digital means at the Senior Center. Though previously managed by all staff as able, a need for more proficiency, creativity and facility with a multitude of media is beyond the capabilities and time constraints of current staff on a consistent basis, and volunteers have not had adequate skill set or availability to perform in role consistently or to the degree needed. The addition of someone in this position would result in more targeted publicity, notices and reporting to our patrons and potential patrons with a direct correlation to more interest and participation in all areas for our target audience and community residents.

Van Drivers – PROPOSED hourly rate upgrade to starting rate and step increments for Non-Union Hourly.  
Current schedule: Starting Step 1: 15.47 / 15.85 / 16.25 / 16.66 / 17.07 / 17.50 / 17.93 / 18.38 / 18.84 (15yrs)

Proposed: Starting Step 1: 17.83-18.38

Comparable #s:

Scituate Public Schools for non-CDL– starting at 16.44

Cohasset COA – \$18.00-20.00; Norwell COA – \$20.35 (\$18.00 for on-call drivers);

Marshfield COA - \$21.16; requesting \$22-23 COLA; Stoughton COA - \$19.00-\$22.45

## II. Major Program Areas / Program Support:

- Food Service: Daily Congregate lunch for 45-55; Café take-out Fridays; BUDGET & REVOLVING
- Social/Entertainment: Music Series, Holiday Celebrations, Cultural, Games (Bocce, Pool, Cards, Bingo/Singo/Trivia, Scrabble, Bridge; SELF-FUNDED/REVOLVING, DONATIONS/GRANTS, NO COST
- Information, Education, Stimulation: Health/Wellness, Local/Town Politics, Local History, World Events, Discussion & Support Groups; SELF-FUNDED/REVOLVING, FORMULA GRANT, GIFTS/DONATIONS, NO COST
- Fitness/Recreation: Exercises classes/Instructor stipends, Pickleball, Badminton; SELF-FUNDED/REVOLVING FUNDS, FORMULA GRANT, GIFTS/DONATIONS, NO COST
- Lifelong Learning Education (developing): History, Science, Current Events, Art/Culture; SELF-FUNDED/REVOLVING; FORMULA GRANT; DONATIONS; NO COST
- Social Day Respite Program: SELF-FUNDED & DONATION(S)
- Outreach/Community Services: GIFTS/DONATIONS, GRANT-FUNDED, COMMUNITY RESOURCES
- Communication and Outreach
  - Print (Newsletter mailing/distribution, brochures, lawn signs, paper flyers/posters) (BUDGET/POSTAGE, DONATIONS, FORMULA GRANT)
  - Electronic software and services, e.g. Constant Contact (subscription-based); FORMULA GRANT
  - Effective use of Video Messenger screen in lobby; NO COST
  - Program supplies/equipment, i.e. weights, recreation equipment (badminton, pickleball, bocce, games); REVOLVING; FORMULA GRANT; DONATIONS
- Building/Facility Operations:
  - Office Supplies and Equipment (BUDGET)
  - Furnishings, Signage (PROJECT, GRANTS, DONATIONS)
  - Maintenance/Upkeep, i.e. Bocce court covering, garden supplies (FOSS, DONATIONS)

## FY23/24 RISKS AND CHALLENGES

- System has begun to work for limiting/requiring pre-registrations for activities due to high demand; continues to be a challenge but has been accepted and is manageable;
- Parking continues to be a significant challenge on some/many days, especially with conflicting food pantry use and larger events;
  - Staff parking remotely using A-wing backup spaces, Rec lot behind A-wing, or Central Park Dr.
  - 7 signs/spaces “reserved” for low mobility patrons
  - Tax Work-off volunteer does valet parking on peak days/times (Wed/Thu)
- Rising cost of food (est. 30% increase or more; \$1 over per lunch)

- Staff stretched to limits of available hours
- Unable to fill Outreach position with applicants/applications received since April
- Finding roles for Tax Work-off senior candidates

## FY23/24 DEPARTMENTAL ACCOMPLISHMENTS

- Food Service Program!
  - Fielding consistently full Dining Room of patrons daily [STILL!]
  - Take-out Fridays successful (12-35 lunches purchased) [STILL!]
  - Supports special events & luncheons, as able, including: Thanksgiving Luncheon; Christmas & New Year celebrations; St. Patrick's Day Luncheon w/entertainment (85); Mothers Day Luncheon w/piano entertainment (56); Volunteer Luncheon (120); Labor Day Community Music Event (300)
- Volunteer roles critical for helping to interact with patrons at Front Desk and Café plus other support areas (Kitchen/Dining Room; Front Desk; Activities, Facility assistance, NEW: Transportation companions!)
- Addition of Classes / New programs to existing schedule of activities [20]
- Increase in participation numbers [FY23 totals: 45,420; 2,068 persons served; FY22 totals: 36,596 / 1,808]
- Outside community group use of building similar to last year, e.g. Rotary Club Pancake Breakfast and small meetings/program support, American Legion/Veterans Day Luncheon, Garden Club public meeting, Sister City Committee meetings/events, Superintendent/School Committee; FOSS, Senior Softball League, Etrusco
- Series of Rotating Artist 8-week art exhibits, including Middle and High School student artwork--  
Mission Statement: [The mission of the Scituate Senior Center Art Exhibition Program is to enhance the experience of patrons at the Center by presenting revolving exhibitions of art in various media and styles to foster an appreciation of the visual arts, stimulate thought and contemplation, enhance the physical space of the Center and provide opportunities for artists and students to become visible to the community;
  - Bi-Monthly Exhibited scheduled through 2024;
  - Adding additional 2<sup>nd</sup> floor informal displays
- Creation of Strategic Plan with COA Board members and committees of stakeholders
- Pursuit/completion of National Accreditation Application; on-site visit and assessment pending for Fall 2023
- Successful implementation of Social Day Program beginning with one day (6 months) and added a 2<sup>nd</sup>
- Comprehensive satisfaction surveys in fitness/exercise, programs and transportation completed



DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
Formula Grant	\$ 52,080 @ \$12/pe	\$ 66,252 @ \$12/pe	\$ 82,642 @ \$14/pe	\$ 82,642 ... @ \$14/pe	EOEA *5,903 elder count
GATRA Contract	\$126,240	\$132,552	\$142,430	\$142,430	
SSES Title III MAP Grant	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	Medical rides
Gifts/Donations	\$ 83,000 Marie G Trust \$ 500 Art/Book sales	\$1,285: Seaside Condos \$3,500 Marie Gillis FOSS: \$600 Music \$800 Coffee \$250 Ping Pong \$400 Grill	\$2,700 IMO seniors FOSS: \$1,000 Music \$2,000 Coffee \$2,640 Patio pavers \$1,000/Kitchen \$1,000/SHINE	FOSS: \$3,000 Patio paver install	



Offsetting Revenues (source and amount)

None

Requestor's Name      Linda Kelley

Date                      10/5/2023

## **Assistant Director**

Reports to COA Director



Full time @ 35 hours per week; proposed range \$60,747-62,705  
based on FY24 NU-H 5 or NU-S 2

**General Description:** To work in close cooperation with the Director to assist in the administrative and managerial responsibilities supporting the day-to-day operations and policies of the Scituate Senior Center & Council on Aging. Role would take on specific supplemental assignments such as Senior Tax Work-off, Evening/weekend building use, grant-writing, and/or specific program initiatives as determined by Director. Background of applicant would dictate whether additional responsibilities would include Outreach or Program coordination and oversight.

**Justification:** Staff is stretched in target areas for individual roles and Director oversees day-to-day operations, planning, policy development, comprehensive client/visitor needs, additional uses of building, specific program areas, budget management, staff needs and job development. Population being served is diverse. Programs are aimed at multiple demographics. Programs are full and demand is high for most offerings. Interest is only increasing along with need for providing programs and services.

### **General Responsibilities**

- Working closely with Director to support building management needs and oversight of day-to-day operations
- Coordination of Senior Tax Work-off Program
- Assisting Director with job and staff development initiatives
- Grant writing and dissemination of budgeted funding
- Program input or oversight, as needed
- Shared emergency management tasks
- Assisting Director with Strategic Plan, Board and F.O.S.S. planning and events
- Other related tasks as required or discussed

### **Qualifications**

- Writing skills
- Some management or supervisory experience
- Previous work with older adults in programs, education or outreach/community services

### **Preferred Education**

- Bachelor's degree required; advanced degree or equivalent experience working with adults/elders in similar setting or other experience as applies to job requirements



## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025. One form should be submitted for each change requested.

Position   Activities/Media Assistant

Hours per pay period   30

FT

PT (less than 35 hours)

Hourly Rate   22

Bargaining Unit/Grade & Step   sugg. NU-H 3, Step 2

Salary Impact   17,226

hours per week x hourly rate x 52.2 weeks

Medicare Impact   \$250

1.45% x salary impact

Pension Impact (if over 20 hours)   n/a

9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours)   n/a

Assume \$17,854 for health & life insurance

Educational/Safety Requirements   None

Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs   Laptop \$1,300

New laptop (\$1,300), cell phone/tablet (\$1,100)

Other Contractual Costs   None

Uniform allowance, stipends, etc....

Total Cost Impact   \$18,776

Justification (stay within box limits):

Much-needed support in areas of print media (newsletter, flyers, brochures), website/online information, on-site digital and e-mail communications, and social media postings. This is an area that has been the responsibility of the Activities Coordinator as well as the Director and Administrative Assistant as able, so not entirely consistent and timely and often resulting in some activities and programs not sufficiently publicized and receiving a lower turnout. More communication with clientele and community is one of the biggest areas needing more time and attention and noted by Accreditation committee. Role requires higher proficiency level.

Offsetting Revenues (source and amount)

Formula Grant could fund this position's salary and potential equipment/software needs. Current FG funding is at \$77000 and currently supports Activities/Volunteer Coordinator at (fy25) \$36,149 (\$27 70 @50hrs): 10 hrs for Admin Asst at \$7 000: exercise program +

Requestor's Name      Linda Kelley

Date                      10/5/23

## **Media/Activities Assistant**

Reports to Activities/Volunteer Coordinator/COA Director

Part time @ 15 hours per week; approx. \$22 proposed hourly  
(Formula) Grant-funded



General Description: This critical support role would assist Administration, Activities and Outreach staff with a variety of communication materials for patrons and community, including print (newsletter, newspaper publicity, flyers), electronic mail broadcasts, digital information on-site, social media outlets, Town website page and development of new Senior Center website. Marketing, graphics, writing or communication experience a plus.

Justification: Though previously managed by all staff as able, a need for more proficiency, creativity and facility with a multitude of media is beyond the capabilities and time constraints of current staff on a consistent basis, and volunteers have not had adequate skill set or availability to perform in role consistently or to the degree needed. The addition of someone in this position would result in more targeted publicity, notices and reporting to our patrons and potential patrons with a direct correlation to more interest and participation in all areas for our target audience and community residents.

### **General Responsibilities**

- Maintain Council-on-aging town website page
- Work on development of user-friendly independent website for Senior Center
- Daily video display content
- Event publicity support, i.e. flyers and social media postings
- Assist with Constant Contact weekly messaging
- Production of newsletter for printing
- Assistance with brochure and sign production for marketing
- Assistance with graphic production of periodic digital reporting to community
- Other related tasks as required

### **Qualifications**

- Experience with job-related technology use
- Experience with program publicity and graphic event support
- Proven proficiency with array of technology products
- Preferred experience with website development or editing
- Good writing skills
- Graphic design experience or education a plus

### **Preferred Education**

- College, Bachelors degree preferred, Associates degree acceptable with experience and proven proficiencies



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** 541 - Council on Aging

**Submitter's Name:** Linda Kelley

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

Use of on-site Bocce court for outdoor recreation; indoor gym(s) for Pickleball/Badminton!; community seasonal music/social/rec events.

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**



**Economic Development**

**Transportation Infrastructure**

Provide direct transportation services to over-60 clients. Acquaint able adults to take advantage of public transit system.

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Council on Aging - Linda Presutti Kelley, Council on Aging Director</b>										
1541510	510001	NEW PERS-BENEFITS IMPACT	\$0	\$0	\$0	\$27,645	\$27,645	\$0	(\$27,645)	
1541510	510100	NEW STAFF REQUEST	\$0	\$0	\$0	\$79,931	\$79,931	\$0	(\$79,931)	
1541510	511000	REGULAR SALARIES	\$149,510	\$153,101	\$144,539	\$219,994	\$75,455	\$219,994	\$0	
1541510	513000	LONGEVITY	\$1,775	\$975	\$2,625	\$2,125	(\$500)	\$2,125	\$0	
1541510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$500	\$500	\$0	\$500	\$0	
1541510	518000	PART-TIME SALARIES	\$54,030	\$73,143	\$119,179	\$55,360	(\$63,819)	\$55,360	\$0	
1541510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1541510 Total</b>			<b>\$205,315</b>	<b>\$227,219</b>	<b>\$266,843</b>	<b>\$385,555</b>	<b>\$118,712</b>	<b>\$277,979</b>	<b>(\$107,576)</b>	
1541520	521100	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1541520	521300	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1541520	524200	REPAIR/MAINT PROP/	\$1,085	\$5,037	\$3,000	\$11,500	\$8,500	\$11,500	\$0	
1541520	524500	VEHICLE SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1541520	527000	RENTALS & LEASES	\$619	\$0	\$550	\$610	\$60	\$610	\$0	
1541520	527400	PARATRANSIT RIDE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1541520	531100	SUPPORT SERVICES	\$2,053	\$1,928	\$2,000	\$1,550	(\$450)	\$1,550	\$0	
1541520	532100	CONFERENCES/MEETINGS	\$189	\$30	\$100	\$0	(\$100)	\$0	\$0	
1541520	534400	POSTAGE	\$1,140	\$1,972	\$2,000	\$2,000	\$0	\$2,000	\$0	
1541520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$100	\$0	(\$100)	\$0	\$0	
<b>1541520 Total</b>			<b>\$5,086</b>	<b>\$8,967</b>	<b>\$7,750</b>	<b>\$15,660</b>	<b>\$7,910</b>	<b>\$15,660</b>	<b>\$0</b>	
1541540	542000	OFFICE SUPPLIES	\$1,572	\$1,689	\$2,500	\$2,500	\$0	\$2,500	\$0	
1541540	542600	FOOD SERVICE SUPPLIES	\$24,728	\$25,250	\$25,000	\$25,000	\$0	\$25,000	\$0	
1541540	545100	CLEANING SUPPLIES	\$752	\$99	\$500	\$500	\$0	\$500	\$0	
1541540	548100	FUELS & LUBRICANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1541540 Total</b>			<b>\$27,051</b>	<b>\$27,038</b>	<b>\$28,000</b>	<b>\$28,000</b>	<b>\$0</b>	<b>\$28,000</b>	<b>\$0</b>	
1541580	585300	EQUIPMENT	\$1,450	\$383	\$5,200	\$2,000	(\$3,200)	\$2,000	\$0	
<b>1541580 Total</b>			<b>\$1,450</b>	<b>\$383</b>	<b>\$5,200</b>	<b>\$2,000</b>	<b>(\$3,200)</b>	<b>\$2,000</b>	<b>\$0</b>	
<b>Council on Aging Total</b>			<b>\$238,901</b>	<b>\$263,606</b>	<b>\$307,793</b>	<b>\$431,215</b>	<b>\$123,422</b>	<b>\$323,639</b>	<b>(\$107,576)</b>	<b>5.1%</b>

**541 GATRA REVOLVING**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Request</b>	<b>2025 Request</b>
21002195	470000	GATRA - Other Intergovernmental Revenue	\$127,989.42	\$110,258.28	\$60,481.75	\$108,214.99	\$117,022.21	\$132,552.00	\$142,430.00
21002195	510000	GATRA - Personal Services	\$73,303.85	\$72,231.72	\$64,075.68	\$52,176.70	\$92,251.58	\$66,995.00	\$69,470.00
21002195	524500	GATRA - Vehicle Services	\$3,619.68	\$136.24	\$0.00	\$194.50	\$606.61	\$5,000.00	\$5,000.00
21002195	527400	GATRA - Paratransit Ride	\$44,305.19	\$30,219.11	\$28,050.69	\$35,212.73	\$23,709.95	\$50,000.00	\$59,000.00
21002195	548100	GATRA - Fuels & Lubricants	\$6,018.73	\$4,880.27	\$2,377.03	\$8,001.54	\$9,767.17	\$9,000.00	\$8,000.00
21002195	570000	GATRA - Other Charges	\$754.42	\$1,095.42			\$82.11	\$1,557.00	\$960.00
TOTAL	Revenue		\$127,989.42	\$110,258.28	\$60,481.75	\$108,214.99	\$117,022.21	\$132,552.00	\$142,430.00
TOTAL	Expenditures		\$128,001.87	\$108,562.76	\$94,503.40	\$95,585.47	\$126,417.42	\$132,552.00	\$142,430.00

## TOWN OF SCITUATE

**FY 2025 BUDGET**

**DEPARTMENT: Veteran Services Department (543)**

### MISSION STATEMENT:

The Scituate Veteran Services Department provides services to eligible veterans and their dependents in need and connects them to the services and benefits for which they are eligible. The department's goal is to deliver accurate, courteous, and timely service.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS:

#### GOAL#1

To provide accessible and up-to-date information on affordable housing options for veterans and their families, ensuring they have the resources they need to secure stable and affordable living arrangements.

#### OBJECTIVES:

1. Establish a comprehensive resource database detailed and regularly updated with affordable housing options.
2. Increase outreach and awareness to inform veterans, and their families about support organizations and their up-to-date contact information and programs.
3. Forge partnerships with local agencies, non-profits, and community organizations to provide additional support services alongside housing information, including counseling, financial planning, and legal assistance.

#### GOAL#2

To ensure eligible veterans have timely access to accurate and comprehensive information regarding their entitlements and options for education and training benefits.

#### OBJECTIVES:

1. Create a user-friendly online platform that centralizes up-to-date information on education and training benefits for veterans.
2. Implement outreach campaigns through various channels (online, social media, veteran associations, SCTV) to proactively inform veterans.
3. Collaborate with educational institutions, vocational training centers, and industry partners to facilitate opportunities for veterans.

#### GOAL#3

Increase the active participation of younger veterans in veterans' organizations, fostering a sense of community, support, and continued service.

#### OBJECTIVES:

1. Engagement initiatives using channels like social media, veteran's advisory Facebook page to highlight the benefits of involvement, including networking opportunities and camaraderie.
2. Organize events and activities catered to younger veterans. These events should provide opportunities for networking and building meaningful connections.
3. The program should aim to bridge the generational gap within veterans' organizations, ensuring that younger veterans feel engaged, valued, and connected to the community.

## MAJOR BUDGET COMPONENTS:

The budget for the Veteran Services Department principally serves to provide financial support to the town's veterans, their widows, and their families. This assistance addresses essential needs such as sustenance, clothing, housing, health coverage, and other vital necessities. Additionally, funds may be allocated to assist veterans with fuel expenses when heating costs are not covered by their rent. These benefits fall within the purview of the Commonwealth of Massachusetts 108 CMR Chapter 115, categorized under Subsistence Support, and account for \$100,000 or 48.35% of the budget. It is noteworthy that these funds are subject to a 75% reimbursement rate to the town by the state.

The budget also encompasses the mandatory positions stipulated by state compliance laws, comprising a 12.5-hour per week Administrative Assistant and a full-time Veterans' Service Officer working 35 hours per week. This category, classified as Personnel Services, totals \$98,553 or 47.65% of the budget.

Furthermore, provisions have been made for the department's attendance at two Annual Conferences, scheduled in June and October respectively. Additionally, a line item is designated for the Graves Officer tasked with overseeing the maintenance of two veteran's cemeteries and the placement of flags on all veteran's graves and town memorials on Memorial Day. This allocation, classified under Care of Veterans Graves, amounts to \$3,500 or 1.69% of the budget. It is pertinent to note that the costs associated with the flagging of the town's veteran's graves and memorials are eligible for a 75% reimbursement rate from the state.

## FY 2025 RISKS AND CHALLENGES:

The department has demonstrated unwavering dedication in sustaining the provision of high-quality healthcare, nourishment, and resources to our town's esteemed Veterans and their families. However, persistent State and Federal backlog in Fully Developed Claims remains a significant concern. Both local State and Federal staffing levels are still a matter of apprehension, as they grapple with the dual imperative of recruiting new personnel and retaining existing staff to meet the escalating demands for claims processing and service provisions for Veterans and their families.

The department continues to cater to the needs of our town's Veterans and their dependents, strictly adhering to an appointment-only protocol. The Director has initiated in-home visits for clients who are physically incapacitated and unable to commute to the office. Securing transportation for our elderly and disabled Veterans to attend their medical appointments poses an ongoing challenge at the State and Federal level.

As in preceding years, mental health-related issues including depression, anxiety, psychosis, substance abuse, suicide, dementia, Alzheimer's, PTSD, and service-connected disability claims, present increasingly complex hurdles. The fact that Veterans and their spouses are enjoying extended lifespans has given rise to a multitude of intricate concerns for caregivers. These caregivers frequently turn to the Town Veteran Services Department for guidance in navigating the often-overwhelming administrative requirements.

The FY2025 budget request for the Veteran Services Department is rooted in a comprehensive analysis of current and anticipated needs, aiming to address the accomplishments and challenges inherent in delivering healthcare and benefits to Veterans and their eligible dependents, in alignment with this Department's mission statement.

The specter of Federal interest rate hikes, coupled with soaring costs of living, inflationary pressures, and apprehensions of an economic downturn, will necessitate vigilant oversight moving forward. Once again, Veterans will be seeking heightened assistance due to rising property taxes, water taxes, sewer taxes, escalating expenses for home heating oil, electricity, food, and prescription medications. This will undoubtedly present forecasting complexities for the department. As in prior years, the department will persevere in seeking out alternative resources to augment relief for these vital services. Anticipating future needs will remain a persistent challenge.

#### DEPARTMENTAL ACCOMPLISHMENTS:

- Continued to submit Fully Developed Claims for our veterans and their dependents.
- Participated in weekly Zoom meetings with the State/Federal VA to keep up to date on all resources.
- The Veteran Services Department continued to conduct wellness checks on the departments Chapter 115 state clients. Calls or home visits were conducted before, during, and after serious storms. The office made sure that all clients had food, Rx, A/C, and monetary needs were met.
- The Veteran Services Department coordinated with local and state resources on a monthly basis and kept the department up to date on all new programs available.
- The Veteran Services Department continued to participate in ongoing Zoom training and Zoom conferences throughout the fiscal year keeping this department one of the leaders in Veteran's benefits and programs.
- The Veteran Services Department is State compliant. This status keeps the Town compliant for 75% reimbursements.
- The Veteran Services Department continued to help local veteran organizations with Veteran's Day events.
- Memorial Day ceremony and flagging of all the Town's Veteran's graves, Memorials (both signs and monuments). New red, white and blue wreaths on all the signs and monuments.
- Annual Wreaths Across America in December at Cudworth Veteran's cemetery and Common.
- Have conducted several efficient outreach events and will continue this service.
- Helped and supported spouses of deceased veterans navigate and submit paperwork to the State/Federal government for compensation for burial, Dependent Indemnity Compensation, and qualified annuities.
- Efficiently submitted paperwork for the families of qualified deceased veterans for burial plaques and headstones.



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Veteran Services Department (543)

**Submitter's Name:** Donald S. Knapp

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Veterans Services - Donald Knapp, Veterans Service Officer</b>										
1543510	511000	REGULAR SALARIES	\$68,748	\$71,520	\$74,732	\$79,837	\$5,105	\$79,837	\$0	
1543510	513000	LONGEVITY	\$1,329	\$1,329	\$1,375	\$1,375	\$0	\$1,375	\$0	
1543510	518000	PART-TIME SALARIES	\$15,675	\$15,943	\$17,311	\$17,341	\$30	\$17,341	\$0	
1543510	519100	OTHER SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1543510 Total</b>			<b>\$85,752</b>	<b>\$88,793</b>	<b>\$93,418</b>	<b>\$98,553</b>	<b>\$5,135</b>	<b>\$98,553</b>	<b>\$0</b>	
1543520	524100	OFFICE MACHINE MAINT	\$0	\$0	\$500	\$500	\$0	\$500	\$0	
1543520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1543520	530900	TECHNICAL SERVICES	\$449	\$449	\$500	\$500	\$0	\$500	\$0	
1543520	532100	CONFERENCES/MEETINGS	\$695	\$828	\$1,250	\$1,300	\$50	\$1,300	\$0	
1543520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1543520	538500	CARE OF VETERANS GRAVES	\$1,915	\$2,437	\$3,000	\$3,500	\$500	\$3,500	\$0	
1543520	538900	INTERDEPARTMENTAL CHARGES-HING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1543520	571100	MILEAGE REIMBURSEMENT	\$73	\$174	\$400	\$400	\$0	\$400	\$0	
1543520	573100	PROFESSIONAL DUES & SUBS	\$50	\$0	\$65	\$65	\$0	\$65	\$0	
1543520	578100	SUBSIST/INC SUPPORT	\$52,444	\$41,816	\$100,000	\$100,000	\$0	\$100,000	\$0	
<b>1543520 Total</b>			<b>\$55,626</b>	<b>\$45,703</b>	<b>\$105,715</b>	<b>\$106,265</b>	<b>\$550</b>	<b>\$106,265</b>	<b>\$0</b>	
1543540	542000	OFFICE SUPPLIES	\$57	\$784	\$1,200	\$900	(\$300)	\$900	\$0	
1543540	542300	SPECIAL AGENCY SUPPLI	\$900	\$918	\$1,100	\$1,100	\$0	\$1,100	\$0	
1543540	546200	LANDSCAPING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1543540 Total</b>			<b>\$957</b>	<b>\$1,702</b>	<b>\$2,300</b>	<b>\$2,000</b>	<b>(\$300)</b>	<b>\$2,000</b>	<b>\$0</b>	
<b>Veterans Total</b>			<b>\$142,335</b>	<b>\$136,198</b>	<b>\$201,433</b>	<b>\$206,818</b>	<b>\$5,385</b>	<b>\$206,818</b>	<b>\$0</b>	<b>2.7%</b>

## **TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: COMMISSION ON DISABILITIES**

### **MISSION STATEMENT**

The Commission on Disabilities ("CoD") is comprised of Scituate residents, appointed by the Select Board, who volunteer our time and skills to serve the Town of Scituate and the needs of individuals with disabilities.

We provide information, resources and referrals regarding the Americans with Disabilities Act ("ADA") as well as other federal and state regulations related to Individuals with Disabilities. We provide information and referral in critical areas such as:

- Housing,
- Employment,
- Education,
- Transportation,
- Voting,
- Communication,
- Health Services,
- Public Accommodations, and
- Access to programs, services and facilities that are available

### **FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES**

The CoD will host another Accessibility Awareness Event ("AAE") on March 9, 2024. The last 3 AAE's brought together Municipal and State agencies, programs and providers that specialize in serving individuals and families with disabilities with residents from Scituate and neighboring towns. Our AAE model has been so successful in providing information and access to programs that neighboring Commissions on Disabilities have asked to co-sponsor the upcoming AAE.

We will continue to advise on accessibility issues for our Town's buildings, new construction, and major renovations. We will use the handicapped parking funds as needed for special purchases.

### **MAJOR BUDGET COMPONENTS**

Training and Mileage: 10%

Support Services: 60%

Meetings/Events/Supplies: 30%

## DEPARTMENTAL ACCOMPLISHMENTS

The "CoD continues to work with Town departments, commissions, businesses and residents to address barriers to accessibility in our community. The CoD was involved in several projects this year and provided technical assistance to residents, businesses, Departments and Commissions regarding ADA compliance.

- The CoD successfully advocated for increasing Scituate's Handicap Parking violation fee to the maximum amount allowed-\$300.00. The CoD worked with the Traffic Rules and Regulations Committee to have this increase unanimously approved, "effective immediately", by the Select Board.
- The CoD assisted with several architectural review inquiries to assess for ADA compliance.
- The CoD assisted local government representatives regarding constituents' inquiries about ADA access in Scituate.
- The CoD purchased a transport wheelchair for the Town of Scituate Library.
- The CoD amended its Charge to reflect that it can offer the opportunity to a Scituate High School ("SHS") student to be a "Student Intern" and receive Community Service Hours, in accordance with the requirements of SHS administration.
- The CoD provided a Letter of Support for Jenkins PTO for their new playground.
- The CoD purchased a newer model accessible beach wheelchair which is easier to transfer to/from.
- The CoD wrote a letter of support for SHARC.



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Commission on Disabilities

**Submitter's Name:** Athena Brodsky, Treasurer

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

We provide information, advice and resources to the Town and its residents relative to the American Disabilities Act and accessibility issues for residents with disabilities.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Commission on Disabilities</b>										
1549520	524500	VEHICLE SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1549520	530800	TRAINING	\$0	\$34	\$0	\$0	\$0	\$0	\$0	
1549520	531100	SUPPORT SERVICES	\$5,927	\$3,199	\$3,500	\$3,500	\$0	\$3,500	\$0	
1549520	532100	CONFERENCES/MEETINGS	\$0	\$33	\$1,500	\$1,500	\$0	\$1,500	\$0	
1549520	571100	MILEAGE REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1549520 Total</b>			<b>\$5,927</b>	<b>\$3,265</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	
<b>Commission on Disabilities Total</b>			<b>\$5,927</b>	<b>\$3,265</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

## TOWN OF SCITUATE

FY 2025 BUDGET

DEPARTMENT: Library

### MISSION STATEMENT:

The Scituate Town Library is committed to being a safe and welcoming environment that provides and promotes open and free access to learning opportunities, cultural experiences, and informational resources.

### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

#### **I. Work with the Library Foundation on enhancements to the Children's Room.**

- ~~a. Since the library opened its renovated and updated space almost five years ago, it has had a unique opportunity to expand its programming and services for youth and offer abundant space for play and exploration. The library has become a high traffic area for families with young children, and those families are visiting for longer periods of time. Adding play structures and sensory toys will create even more opportunities for learning and exploring within the space. To that end, the Library Foundation will fundraise in support this initiative, and have already raised \$3500 for this project.~~
- ~~b. Library staff and Foundation volunteers will form a committee to review play options and discuss long-range goals of the project.~~
- ~~c. The committee will research options for space, including custom pieces that would be reflective of our community. They will then make recommendations to the Foundation for funding. This could include a request for further funding and support based on cost estimates.~~
- d. Order and install items as approved, further fundraise (Foundation) as needed.

#### **II. Provide service improvements that would better serve the library's large component of patrons who utilize the library for remote work and study.**

- a. Explore additional private study spaces that could add to the library's existing study rooms.
- b. Fundraise and install private study spaces, possibly working with the Library Foundation for funding.
- c. Put into place a print solution that would allow patrons to print from their own devices.
- d. Provide a place for library patrons to scan documents.

#### **III. Provide additional programming and services with the help of a new Youth Services Director or look to restructure the library's schedules to allow for a redistribution of staff if no additional staff is granted to the Library.**

- a. With the addition of a Youth Services Director, the library can take a holistic look at the services being provided to all youth in Scituate 0-18 and best identify which services and programs to begin adding for the community.
- b. The Youth Services Director will spend time reaching out to key community players to make introductions and find out more about how the library can meet expectations for programs and services for this age range.
- c. Begin to implement new services.
- d. Barring the hiring of a new staff member, the library would like to modify its hours to allow current staff the time needed to focus on existing responsibilities. A reduction in hours would allow the library to redistribute those hours on the schedule that would normally be covering service points to behind-the-

scenes tasks such a collection development and maintenance; program creation and prep; administrative and financial work; meetings and trainings; etc.

## MAJOR BUDGET COMPONENTS

### **Salaries and Benefits—\$916,407 (\$1,022,544 with two new additional positions)**

- Direct service to the public at four busy service points (Front Desk, Research Desk, Teen Desk, and Children’s Desk) as well as support services (Library Administration and Technical Services)
- This year, two new positions are being requested by the Library:
  - Head of Youth Services: This position would allow the library to grow its collection, programs, and services for our under-18 audience and their caregivers. With no professional librarians in the elementary school system, the town library provides a great deal of support to school-aged children. That said, the bulk of the current Children’s Librarian’s time is spent creating and running programs for our preschool learners and that position does not have the time needed to dedicate to this audience.
  - Outreach Coordinator: This position would handle a wide variety of tasks, including outreach visits and coordination; coordination of library volunteers, marketing and social media; creating programs for

### **Materials, OCLN Membership, Supplies, etc., —\$210,617**

- Library network membership fee as well as all materials and supplies

### **Building Management—\$110,250**

- Utilities
- Emergency Repairs
- Maintenance Contracts
- Technical Services fees and contracts
- Cleaning Supplies

### **Capital Outlay--Equipment—\$5,000**

- Technology improvements

## FY 2025 RISKS AND CHALLENGES

The Library’s biggest challenge is and will continue to be staffing. The Library has had no new additional staff since the town’s 2007 override sixteen years ago. Since then, the Library has built an expanded and renovated building with double the amount of useable space. From the first year in the building (2017), circulation has increased 30% (over 305K in the last FY) and visits have increased by over 25% (approximately 11K visits last FY). Library staff from other departments currently cover the youth services area for approximately 50 hours per week, and to do so they are pulled from other departments and responsibilities. Sick days, vacations, medical leaves, meetings, and professional development require extensive changes to the schedule that pull people away from their regular duties. The Library is regularly asked by the community to take on more services and new programs, but that is not currently possible given the existing workload. Currently, if the Library seeks to run a new program or new service, another program or service must be offset.



## DEPARTMENTAL ACCOMPLISHMENTS

- The Library's collections continue to circulate heavily, with total collection use of 304,573 (a bump of about 2% from the previous year). Physical circulation shows no signs of abating, with a slight increase from last year, and a continued increase of the usage of electronic materials, which now represents about 30% of all items loaned.
- Library visits increased approximately 15% from the previous fiscal year, with 112,848 visits in FY23 vs. 97,733 visits in FY22. Meeting and study room use increased by about 35% in the same time period, with 3,708 uses in FY23. Computer use in the same time also increased by 20%, and wifi statistics show thousands of connections each week to the network.
- This year, the Thoreau's Way Terrace and Garden was completed and made ready for community use. This space will provide an accessible, permanent spot for patrons to enjoy the library's grounds. The garden space was equipped with a gravity-fed underground watering system fed from its stormwater runoff collected in rain barrels on site. All plants utilized are native plants, with a focus on educating the community about this low-maintenance, drought-tolerant, pollinator-supporting garden and its benefits to the ecosystem.
- The Children's Room project to add a new play structure has made incredible progress and should be completed this calendar year. A play structure was researched by a small group of library staff and Foundation volunteers who met with a variety of vendors and looked at multiple options. A structure was found that met the committee's requirements and was presented to the Foundation for funding. The Foundation allocated almost \$30,000 to this project, and the Selectboard unanimously voted to accept the gift in September. Final changes are being made to the design now, with build and install happening sometime in the late fall/early winter. These projects from the Foundation are made possible through its generous donors, and just this year they received their largest gift ever of \$150,000 from the estate of Gloria Negri.
- The Library applied for and received several Scituate Education Foundation grants, including one for a teen writing workshop with a local author; a partnership with the Special Education Department of SPS to create "sensory kits" for both the library and the substantially-separate program; and finally, a grant to create "Memory Kits" to spark memories and create conversation for loved ones with dementia.
- The Library hosted numerous popular events, with 10,284 attendees at 288 events. Some of the highlights include: OCLN library "crawl" bringing in hundreds of patrons from across the network; visit from "Blades" the Bruins mascot through the Mass. Board of Library Commissioners to wrap-up Summer Reading; LIT conversations continued with SPS LIT-Parent Advisory Group and STRIDE; Gaming events for all ages; "Reel Environmental Issues" with Rep. Kearney's office; Summer Concert series; Holiday SPS Drama Club storytime; in addition to all of our regular weekly and monthly events. Almost all library programs are sponsored by the Friends of the Scituate Library, who also generously support the discounted Museum Pass program.
- Facilities were able to finalize the generator project, with a generator installed on site in late spring. This project required the coordination of multiple departments and resulted in a 2-day closure. During this closure, Library staff worked to ensure that patrons had advance notice of a closure, were able to connect with resources during the closure, and participated in an all-day Staff Training during one of the two days of closure. Because the project finished a few hours ahead of schedule, staff were also able to come back to the building and discharge the backlog from book drops, holds list, and call lists ahead of the next busy work day.

- Library legislative funding has steadily increased over the past several years due to strong advocacy by library supporters throughout the Commonwealth including here in Scituate. The State Aid to Public Libraries program, which has the most direct benefit to towns through direct disbursement of funds, has increased significantly over the last several years, nearly doubling the amount that Scituate receives in that time period (from \$22K in 2020 to almost \$40K in 2023).

DESCRIPTION OF REVENUE	FY22	FY23	FY24 YTD	FY25 Projected	Comments
State Aid	\$34,063	\$38,476	unknown	unknown	Last year's increase was significant, we hope to see a similar number in FY24 and FY25
Friends' Funding	\$17,345	\$33,000	\$35,000	\$unknown	The library utilized less funding FY22 due to Covid/reduced programming. The Friends have increased programming funding several times in recent years.
Gift Account	\$3,544	\$2,860	\$22,794	\$unknown	FY24 is to date
Trust Funds	\$0	\$unknown	\$unknown	\$unknown	
Foundation	\$5,000	\$6,000	\$40,000	\$unknown	FY24 is a projection based on anticipated cost of new play structure and current tech funding
Lost Books	\$3,075	\$3,073	\$916	\$unkown	FY24 is to date



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Library

**Submitter's Name:** Jessi Finnie

Please check off all those that apply and provide a brief explanation.



**Climate Change and Sea Level Rise**

The Library maintains access to Flood Protection Information per FEMA requirements and makes them available to the public.



**Climate Change & Ecology**

The Library works on many educational initiatives to inform the community of climate change and is home to a self-sustaining pollinator garden.



**Open Space & Recreation**

The Library is working to activate its outdoor spaces and make them available and attractive to the community.



**Housing Diversity**

The Library assists with Housing Authority and Assessor postings to the community, as well as provides space for community meetings on housing.



**Land Use**



**Zoning**



**Cultural & Historic Preservation**

The Library works to maintain a strong local history collection while transitioning items over to the Town Archives as needed.



**Economic Development**

The Library is a hub for workers to work remotely, hold meetings, and learn about new topics. The Library also partners directly with local business.



**Transportation Infrastructure**

The Library has frequent visitors who utilize the SLOOP.



**Water Infrastructure**



**Sanitary Infrastructure**



**None of the above**



## Town of Scituate Request for New Personnel FY23 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2023. One form should be submitted for each change requested.

Position Marketing and Outreach Coordinator

Hours per pay period 35 FT  PT (less than 35 hours)

Hourly Rate 24.44 Bargaining Unit/Grade & Step TOSCA, A-7, Step 1

Salary Impact 44,116.80 hours per week x hourly rate x 52.2 weeks

Medicare Impact 639.70 1.45% x salary impact

Pension Impact (if over 20 hours) 4,852.85 9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) 16,231 Assume \$16,231 for health & life insurance

Educational/Safety Requirements 0 Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs 0 New laptop (\$1,200), cell phone/tablet (\$1,000)

Other Contractual Costs 0 Uniform allowance, stipends, etc....

Total Cost Impact 65,840.35

### Justification:

The Library is a well-utilized resource for the town, with as many as 400-700 visitors a day, 300 programs a year with over 10,000 attendees, and almost 14,000 research requests a year. Currently, each library who runs a program or offers a service is responsible for marketing their own programs. This often creates issues due to a lack of coordination amongst staff, a lack of time to adequately advertise, and a lack of consistency in the look and feel of our marketing materials. The library is also often asked for outreach visits from various town departments, non-profits, and schools. It can be a challenge to find the time on the schedule when we are well-staffed enough

Offsetting Revenues (source and amount)

While there is no direct revenue offset, adding volunteers to the library's team could allow paid staff to focus more on their roles and responsibilities outside of the more day-to-day tasks that must be done to keep the library in order (shelving, shelf-reading, shifting, preparing for

Requestor's Name      Jessi Finnie

Date                      8/9/2023

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Library - Jessi Finnie, Library Director</b>										
1610510	510000	NEW PERSONNEL REQUESTS	\$0	\$0	\$0	\$106,137	\$106,137	\$0	(\$106,137)	
<i>1610510</i>	<i>510001</i>	<i>NEW PERS-BENEFITS IMPACT</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$45,676</i>	<i>\$45,676</i>	<i>\$0</i>	<i>(\$45,676)</i>	
1610510	511000	REGULAR SALARIES	\$532,289	\$571,863	\$610,953	\$646,632	\$35,679	\$646,632	\$0	
1610510	512000	Overtime	\$18,000	\$12,647	\$22,752	\$23,662	\$910	\$23,662	\$0	
1610510	513000	LONGEVITY	\$7,782	\$6,600	\$6,600	\$7,150	\$550	\$7,150	\$0	
1610510	517200	SICK LEAVE BUY BACK	\$500	\$0	\$800	\$500	(\$300)	\$500	\$0	
1610510	518000	PART-TIME SALARIES	\$205,767	\$202,769	\$211,300	\$230,667	\$19,367	\$230,667	\$0	
1610510	519100	OTHER SALARIES	\$563	\$520	\$3,366	\$3,536	\$170	\$3,536	\$0	
<b>1610510 Total</b>			<b>\$764,901</b>	<b>\$794,399</b>	<b>\$855,771</b>	<b>\$1,063,960</b>	<b>\$208,189</b>	<b>\$912,147</b>	<b>(\$151,813)</b>	
1610520	521100	ELECTRICITY	\$40,840	\$55,292	\$53,900	\$56,000	\$2,100	\$56,000	\$0	
1610520	521300	NATURAL GAS	\$9,910	\$6,191	\$9,900	\$13,000	\$3,100	\$13,000	\$0	
1610520	524100	OFFICE MACHINE MAINT	\$2,528	\$3,074	\$3,650	\$6,650	\$3,000	\$3,650	(\$3,000)	
1610520	524200	REPAIR/MAINT PROP/EQUIP	\$13,078	\$23,567	\$16,675	\$20,000	\$3,325	\$16,675	(\$3,325)	
1610520	530800	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1610520	530900	TECHNICAL SERVICES	\$7,788	\$5,837	\$9,100	\$9,100	\$0	\$9,100	\$0	
1610520	532100	CONFERENCES/MEETINGS	\$300	\$695	\$2,000	\$2,500	\$500	\$2,000	(\$500)	
1610520	534300	BINDING & PRINTING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1610520	534400	POSTAGE	\$500	\$501	\$500	\$550	\$50	\$550	\$0	
1610520	538200	CUSTODIAL SERVICES	\$1,800	\$0	\$2,000	\$2,000	\$0	\$2,000	\$0	
1610520	571100	MILEAGE REIMBURSEMENT	\$150	\$455	\$500	\$500	\$0	\$500	\$0	
1610520	573100	PROFESSIONAL DUES & SUBS	\$228	\$706	\$1,260	\$1,260	\$0	\$1,260	\$0	
1610520	573200	OCLN DUES	\$37,889	\$38,998	\$38,947	\$40,567	\$1,620	\$40,567	\$0	
1610520	573300	OTHER SUBSCRIPTIONS	\$15,000	\$15,327	\$0	\$0	\$0	\$0	\$0	
<b>1610520 Total</b>			<b>\$130,011</b>	<b>\$150,643</b>	<b>\$138,432</b>	<b>\$152,127</b>	<b>\$13,695</b>	<b>\$145,302</b>	<b>(\$6,825)</b>	
1610540	542000	OFFICE SUPPLIES	\$1,603	\$1,750	\$1,750	\$1,750	\$0	\$1,750	\$0	
1610540	542300	BOOKS & OTHER MEDIA	\$124,495	\$131,383	\$155,000	\$165,000	\$10,000	\$160,000	(\$5,000)	
1610540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1610540	545100	CLEANING SUPPLIES	\$3,149	\$4,064	\$4,500	\$4,500	\$0	\$4,500	\$0	
1610540	558000	OTHER SUPPLIES	\$2,063	\$2,707	\$2,750	\$2,750	\$0	\$2,750	\$0	
<b>1610540 Total</b>			<b>\$131,309</b>	<b>\$139,904</b>	<b>\$164,000</b>	<b>\$174,000</b>	<b>\$10,000</b>	<b>\$169,000</b>	<b>(\$5,000)</b>	
1610580	585100	EQUIPMENT	\$7,063	\$41,422	\$5,000	\$5,000	\$0	\$5,000	\$0	
1610580	585200	FURNISHINGS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1610580	588000	CAPITAL IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
1610580	Total		\$7,063	\$41,422	\$5,000	\$5,000	\$0	\$5,000	\$0	
Library	Total		\$1,033,284	\$1,126,368	\$1,163,203	\$1,395,087	\$231,884	\$1,231,449	(\$163,638)	5.9%





## Town of Scituate Request for New Personnel FY25 Budget Cycle

Please submit this form if you are seeking new personnel in your department for FY 2025.  
One form should be submitted for each change requested.

Position Head of Youth Services

Hours per pay period 35 FT  PT (less than 35 hours)

Hourly Rate 34.08 Bargaining Unit/Grade & Step AMP 2, Step 1

Salary Impact 62,020 hours per week x hourly rate x 52.2 weeks

Medicare Impact 899.29 1.45% x salary impact

Pension Impact (if over 20 hours) 6822.20 9% x salary impact plus 2% x salary impact over \$30,000 (For \$50,000; 9% x \$50,000 plus 2% x \$20,000)

Benefits Impact (if over 20 hours) 16,231 Assume \$16,231 for health & life insurance

Educational/Safety Requirements 0 Required training or outfitting costs (i.e. police academy/turnout gear)

Technology Costs 1200 New laptop (\$1,200), cell phone/tablet (\$1,000)

Other Contractual Costs 0 Uniform allowance, stipends, etc....

Total Cost Impact 85,972.49

### Justification:

Since opening its renovated and updated space 6 years ago in 2017, the Library has had a unique opportunity to expand its programming and services for youth by utilizing new and expanded meeting and event spaces. The residents of Scituate have become reliant on the library's programs to provide opportunities for babies and toddlers to establish the foundations of literacy with programs like story time, sing-along and movement programs to support motor coordination, and STEAM activities to foster imagination and problem-solving skills. As children enter school, parents and caretakers look to the library to support the curriculum, foster a love of

Offsetting Revenues (source and amount)

While there is no revenue offset, it is worth mentioning that the Friends' of the Scituate Town Library consistently bring in funds for program expenses to the tune of \$20-25k per fiscal year (that's nearly \$150,000 just since the renovated library reopened). Also, the library itself applies +

Requestor's Name      Jessi Finnie

Date                      8/9/2023

**TOWN OF SCITUATE  
DEPARTMENT: RECREATION**

**FY 2025 BUDGET**

**MISSION STATEMENT:**

The mission of the Scituate Recreation Department is to provide exceptional and creative programs, events, services and facilities (such as beaches, ball fields and playgrounds) that foster community spirit and involvement while enhancing the quality of life for all people in Scituate

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

**GOAL ONE:** Create and develop more family/adult programming and events, while continuing to add to the diverse offerings of the Recreation Department

- Explore additional vacation and after-school programming
- Explore more youth opportunities (i.e. golf, tennis, tournaments, STEM etc.)
- One-day events to bring the community together
- Explore additional intermural/pick-up sports for Adults
- New programming to target new audiences
- Improve our social media content and range
- Improve all around communication with staff and public outreach
- Create a plan for afterschool programming and open recreation/gym for the SPS elementary schools

**GOAL TWO:** Manage and uphold policies for the Town's Athletic Fields and Rec Facilities at the highest standards of safety and equality.

- Work with the Rec Commission on updating the field/facility rental chart
- Keeping track of light usage/hours per organization
- Work closely with Public Grounds on the maintenance, cleaning, lining and conditions of the fields
- Rest grass fields to rejuvenate and restore to healthier and safer conditions
- Review and walk through of turf fields with DPW and SPS to create a repair/maintenance list
- Market available times of fields to increase revenue from commercial and for-profit entities
- Permitting of new Central Field baseball and softball fields funded by CPC
- Assist with development of plan and funding for pickleball & tennis courts

**GOAL THREE:** Assist and support the enrichment of the beaches, while managing upgrades with Lifeguards, equipment, pay increase and staffing.

- Updating beach parameters and accessibility for residents and non-residents
- Assist Bicycle and Beach Commission with adding bike racks to the town beaches
- Add additional Mobi-mats to beaches for additional space for wheelchair access
- Make necessary upgrades to lifeguard equipment including additional new handheld radios, megaphones, warning flag systems for each beach
- Work with Chief Donovan on replacing and upgrading the antenna at Lawson Tower to improve the communication with the beaches and Harbormaster/Fire/Police
- Work alongside Scituate Library for an additional beach library
- Schedule in-town certification training for our seasonal lifeguards
- Adjust lifeguard rates to be more competitive with surrounding locations

## MAJOR BUDGET COMPONENTS

**The Recreation budget 630:** This account provides two full time employees Director, Assistant Director as well as minimal office supplies.

**Beach Sticker Revolving Account budget:** This account is used for lifeguard payroll, supplies, equipment and cost associated with the Scituate Beaches. Various Departments use the funds generated from this account. Funds are generated by the beach stickers fees.

**Recreation Revolving Account budget:** The Recreation Revolving Account is a revolving account. After staff payroll and expenses, the account ends the year with a small amount of revenue. Funds are generated by programming fees.

**Field Account:** The payroll of the Field Coordinator, field studies, assists with some maintenance of turf fields and grass fields. Funds are generated by the field permitting fees.

**Veterans Memorial Gymnasium Account:** This account is used for maintenance and upkeep of the gymnasium. Funds are generated by the gym permitting fees.

## FY 2025 RISKS AND CHALLENGES

- Keeping fluent communication with the summer staff and volunteers on application process
- Potentially losing Scituate Harbor Community Building as a program area
- Clearing out A105 to create another program space
- The interviewing and hiring process of over 150 summer counselor and lifeguard positions, along with 80+ volunteers
- Lifeguard staffing and obtaining additional/new lifeguards
- Maintenance and upkeep of our sailboats and skiffs
- Restoration of J24 adult sailing boat
- Allowing time for grass fields to rest and rejuvenate
- Facility maintenance and upkeep
- Current certifications and record keeping for all staff yearly
- Mandatory Staff and Lifeguard training/CPR dates
- The increase in demand of field permitting from the growing youth/adult organizations.
- Turf Field electric bills
- Dogs on fields
- Turf Field upkeep and maintenance
- Competing with other organizations locally
- Inclement weather and its effect on programming and field/facility permitting
- Maintaining a safe and clean gymnasium for all user groups, especially during the winter months
- Maintaining the lowest prices and rates possible
- Access to the Rec Department after hours and making sure the building is secure
- ActiveNet rec management software increasing fees

## DEPARTMENTAL ACCOMPLISHMENTS

- Programming for ALL Ages
- Field & Veterans Gym permitting
- Registration Days
- Lifeguard Training with the Scituate Fire, Police, and Harbormaster
- Successful summer at the beaches for the Lifeguards
- Seasonal postcard mailing
- Certifying 150+ Staff in CPR
- Our continued relationship with the CORSE Foundation (Community of Resources for Special Education)
- Keeping offerings as economically affordable as possible
- New 2023 programming included: Adult Sailing program, Additional Family Fun Track Race Events, Foraging for Mushrooms, Summer Rec Basketball League, Women's 30+ Basketball, Volleyball, Yoga, Drawing Animated Characters, Summer Program for Art, additional Pickleball times, Pickleball lessons, STEM programs, Home-school programs, Basic First Aid for Kids, Middle School Friday Open Gym
- Increase in all around participation numbers and revenue
- Our continued relationship with the School Department for the use of indoor facilities and brainstorming new ways to collaborate
- Offering wide variety of children and Adult programming to meet all interest, staying diversified
- Partnering with Scituate Library with purchase and installation of Peggotty Beach Library
- Lifeguard Directors Liz Dorgan and Pete Sullivan
- Shared new custodian with COA, Jim Murray
- New 90 ft baseball field and new softball field
- Tennis backboard purchase and installation at Rec courts donated by Butterworth Family
- Program scholarships and teaming up with SPS and Scituate Community Christmas for additional scholarships
- Mr. C's Community Spirit Award – This award goes to an individual who has significantly contributed his or her time to our community and specifically to the Scituate Recreation Department, while demonstrating good character, leadership and enthusiasm. In this case, it is more than just an individual. We would like to award The Steverman Family, for their years of countless efforts, volunteering and their contribution to the Recreation Department, Friends of Scituate Recreation and the Town of Scituate. For 20 years they successfully ran the PJ Steverman Golf Tournament in honor of their son PJ who tragically passed in November 1995. Lynda Steverman (mother of PJ) along with family, has been running "Choices" since 2006. A very impactful presentation to high school seniors of PJ and the family's story during that tragic time. It serves as a significant reminder that even a simple choice can have devastating consequences and to be sure to stick together. Over the decades, the PJ Steverman Golf Classic and a number of other fundraiser events have contributed/donated to the following: 7th Player J-24 sailboat, Tumble Tot equipment, the scoreboard for the Gates Intermediate School gymnasium, lifeguard training equipment, lifeguard chairs, CPR mannequins for the Town of Scituate, the annual Easter Egg Hunt, the annual Halloween party, the Scituate Harbor Summer Concert Series, Outdoor movie night, Scituate Community Christmas, purchase of 420 sailboats, The SHS All Night Graduation Party, Academic scholarships, the Scituate Little League Field, lifejackets for the Harbormaster office, the message board sign at the Transfer Station, the All-Night Graduation Party, Scituate Community Christmas, the CORSE Foundation, and much more.

**Veterans Gymnasium FY23**

<b><u>Organization</u></b>	<b><u>Invoice Date</u></b>	<b><u>Process Date</u></b>	<b><u>FY</u></b>	<b><u>Season</u></b>	<b><u>Venue</u></b>	<b><u>Amount Billed</u></b>	<b><u>Amount Paid</u></b>
SBA summer 2022	10/4/2022	10/17/2022	2023	Summer 2022	GYM	\$397.50	\$397.50
SBA Fall 2022	11/23/2022	12/16/2022	2023	Fall 2022	GYM	\$315.00	\$315.00
Scituate Tide	4/14/2023	4/14/2023	2023	Winter 2023	Gym	\$105.00	\$105.00
Scituate Basketball Assoc	4/14/2023	5/5/2023	2023	Winter 2023	Gym	\$10,426.25	\$10,426.25

TOTAL: \$11,243.75

**Field Coordinator (15 hour/week) bi-weekly payroll: \$19,882.00**

20 hours paid from Field Account

10 hours paid from Gymnasium Account

**FIELDS FY 2023**

<b><u>Organization</u></b>	<b><u>Invoiced</u></b>	<b><u>Processed</u></b>	<b><u>FY</u></b>	<b><u>Season</u></b>	<b><u>Venue</u></b>	<b><u>Field Acct</u></b>	<b><u>Turf Acct</u></b>	<b><u>Lights</u></b>	<b><u>Billed</u></b>	<b><u>Paid</u></b>
Scituate Youth LAX	7/6/2022	7/15/2022	2023	Spring 2022	T/G	\$2,640.00	\$2,640.00		\$5,280.00	\$5,280.00
Scituate Little League	7/6/2022	7/15/2022	2023	Spring 2022	T/G	\$3,250.00	\$3,250.00		\$6,500.00	\$6,500.00
Scituate Tide	7/6/2022	7/15/2022	2023	Spring 2022	TURF		\$120.00		\$120.00	\$120.00
Girls on the Run	7/6/2022	7/22/2022	2023	Spring 2022	GRASS	\$210.00			\$210.00	\$210.00
Scituate Flag Football	7/6/2022	8/24/2022	2023	Spring 2022	TURF		\$800.00		\$800.00	\$800.00
Scituate Soccer Club	7/20/2022	9/21/2022	2023	Spring 2022	T/G	\$2,690.00	\$2,690.00		\$5,380.00	\$5,380.00
Senior Mens Baseball (Barthel)	9/2/2022	9/2/2022	2023	Summer 2022	TURF		\$300.00	\$50.00	\$350.00	\$350.00
Senior Mens Baseball (Barthel)	9/21/2022	10/5/2022	2023	9/21/2022	TURF		\$150.00	\$112.50	\$262.50	\$262.50
American Legion	10/4/2022	10/19/2022	2023	Summer 2022	TURF		\$170.00		\$170.00	\$170.00
Scituate Mariners	10/4/2022	10/26/2022	2023	Summer 2022	TURF		\$160.00		\$160.00	\$160.00
Scituate LL (movie night)	10/4/2022	11/18/2022	2023	8/18/2022	TURF		\$300.00		\$300.00	\$300.00
Scituate Little League	10/5/2022	11/4/2022	2023	Summer 2022	T/G	\$1,930.00	\$1,930.00		\$3,860.00	\$3,860.00
Scituate Youth LAX	10/5/2022	11/18/2022	2023	Summer 2022	TURF		\$220.00		\$220.00	\$220.00
Scituate Youth Center tennis	10/17/2022	11/4/2022	2023	Summer 2022	COURT	\$1,440.00			\$1,440.00	\$1,440.00
So Shore Peer Recovery	10/26/2022	10/26/2022	2023	Summer 2022	GRASS	\$300.00			\$300.00	\$300.00
Scituate Youth Center	11/18/2022	12/7/2022	2023	Fall 2022	T/G	\$2,550.00	\$2,550.00		\$5,100.00	\$5,100.00
Scituate Soccer Club	11/18/2022	12/23/2022	2023	Fall 2022	T/G	\$830.00	\$830.00	\$1,400.00	\$3,060.00	\$3,060.00
Scituate Little League	11/18/2022	12/29/2022	2023	Fall 2022	T/G	\$585.00	\$585.00		\$1,170.00	\$1,170.00
Scituate Flag Football	11/18/2022	1/4/2023	2023	Fall 2022	TURF		\$4,040.00		\$4,040.00	\$4,040.00
SCICOH	11/21/2022	12/29/2022	2023	Fall 2022	T/G	\$1,430.00	\$1,430.00	\$5,900.00	\$8,760.00	\$8,760.00
Scituate HS Athletics	11/28/2022	12/7/2022	2023	Fall 2022	Lights			\$4,175.00	\$4,175.00	\$4,175.00
Cohasset HS Athletics	11/28/2022	1/18/2023	2023	Fall 2022	Lights			\$1,025.00	\$1,025.00	\$1,025.00
Scituate Recreation	1/20/2023	1/20/2023	2023	Oct 26 2022	Lights			\$50.00	\$50.00	\$50.00
So Shore Anchors Rugby	3/25/2023	4/14/2023	2023	3/25/2023	Turf		\$150.00		\$150.00	\$150.00
So Shore Senior Men Softball	4/14/2023	4/14/2023	2023	2023 season	T/G	\$600.00	\$600.00		\$1,200.00	\$1,200.00
<b>TOTALS:</b>						\$18,455.00	\$22,915.00	\$12,712.50		\$52,882.50



**Beach Revolving Account**  
**FY 25 Budget Details**

Environmental testing- level funded

Clothing- increase, due to increase in staff

Equipment – this line is dedicated to seaweed removal

Lifeguard Supplies – increase, due to increase in staff, flag system, radios

Overtime trash pickup – increase, due to strong beach population and season starting early

Parking lot improvements – on the Capital Plan, work not yet scheduled

Portable Sanitation – increase, due to additional services

Printing and Postage – level funded

Seasonal Salaries – increase, due to lifeguard rates and additional lifeguards

Support Services – level funded, orange trash bags used for beaches only

Storage Services – level funded

Technical Services- level funded

Training –level funded

Parking Enforcement – increase, due to rates and new sticker system

## **FY2023 Recreation Revolving Account Summary**

### **Program Revolving Account**

Revenue Sales Total	\$641,659.24
Scholarships, refunds/credits, software third party fees	<u>\$91,772.41</u>
	\$549,886.83

### **Total Additional Expenses supported by Program Revolving Account**

Purchase of Services	\$193,769.92
Personal Services	\$154,352.77
Office payroll	\$67,854.44
Supplies	\$45,882.72
	\$461,859.85

### **Totals by Season**

Summer 2022	\$57,885.04
Sailing 2022	\$25,808.78
Fall 2022	\$27,251.54
Winter 2023	\$36,798.10
Spring 2023	\$32,691.25



## Town of Scituate Compliance with Master Plan Initiatives FY25 Budget Cycle

**Mandatory** form to be submitted with your FY 2025 budget narrative. This form will enable reviewers to ascertain how your departmental budget request addresses and furthers the initiatives identified in the 2020 Master Plan.

**Department:** Recreation Department

**Submitter's Name:** Nick Lombardo, Shawna Burkhardt-Hansen

Please check off all those that apply and provide a brief explanation.

**Climate Change and Sea Level Rise**

**Climate Change & Ecology**

**Open Space & Recreation**

Providing and exploring new recreational opportunities for the Scituate Community

**Housing Diversity**

**Land Use**

**Zoning**

**Cultural & Historic Preservation**

**Economic Development**

**Transportation Infrastructure**

**Water Infrastructure**

**Sanitary Infrastructure**

**None of the above**

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Recreation - Nicholas Lombardo, Recreation Director</b>										
1630510	511000	REGULAR SALARIES	\$155,527	\$168,944	\$168,838	\$156,721	(\$12,117)	\$156,721	\$0	
1630510	513000	LONGEVITY	\$1,950	\$2,372	\$1,950	\$800	(\$1,150)	\$800	\$0	
1630510	517200	SICK LEAVE BUY BACK	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630510	518000	PART-TIME SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630510	519000	SEASONAL SALARIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630510	519100	OTHER SALARIES	\$1,240	\$1,578	\$1,689	\$1,507	(\$182)	\$1,507	\$0	
<b>1630510 Total</b>			<b>\$158,717</b>	<b>\$172,893</b>	<b>\$172,477</b>	<b>\$159,028</b>	<b>(\$13,449)</b>	<b>\$159,028</b>	<b>\$0</b>	
1630520	524100	OFFICE MACHINE MAINT	\$235	\$0	\$270	\$270	\$0	\$270	\$0	
1630520	531100	SUPPORT SERVICES	\$0	\$290	\$290	\$290	\$0	\$290	\$0	
1630520	532100	CONFERENCES/MEETINGS	\$110	\$0	\$700	\$700	\$0	\$700	\$0	
1630520	534400	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630520	571100	MILEAGE REIMBURSEMENT	\$142	\$199	\$200	\$200	\$0	\$200	\$0	
1630520	573100	PROFESSIONAL DUES & SUBS	\$250	\$625	\$250	\$250	\$0	\$250	\$0	
<b>1630520 Total</b>			<b>\$738</b>	<b>\$1,114</b>	<b>\$1,710</b>	<b>\$1,710</b>	<b>\$0</b>	<b>\$1,710</b>	<b>\$0</b>	
1630540	542000	OFFICE SUPPLIES	\$140	\$139	\$150	\$150	\$0	\$150	\$0	
1630540	542300	SPECIAL AGENCY SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630540	545100	CLEANING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1630540	558100	CLOTHING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1630540 Total</b>			<b>\$140</b>	<b>\$139</b>	<b>\$150</b>	<b>\$150</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	
1630580	585100	EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1630580 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Recreation Total</b>			<b>\$159,595</b>	<b>\$174,147</b>	<b>\$174,337</b>	<b>\$160,888</b>	<b>(\$13,449)</b>	<b>\$160,888</b>	<b>\$0</b>	<b>-7.7%</b>

**Beach Sticker Revolving Fund Analysis**

**FY 14-25**

Description	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Actual FY 2023	BUDGET FY 2024	BUDGET FY 2025
Opening Fund Balance	\$ 271,734.91	\$ 343,746.87	\$ 325,546.33	\$ 332,107.70	\$ 414,870.35	\$ 507,926.78	\$ 593,717.38	\$ 399,391.97	\$ 525,143.81	\$ 590,325.33	\$ 693,058.22	\$ 662,909.05
<b>(+) Beach Sticker Sales (A)</b>	<b>\$ 254,190.00</b>	<b>\$ 251,310.00</b>	<b>\$ 282,865.00</b>	<b>\$ 277,563.00</b>	<b>\$ 271,580.00</b>	<b>\$ 273,380.00</b>	<b>\$ 299,766.40</b>	<b>\$ 344,410.00</b>	<b>\$ 326,710.00</b>	<b>\$ 338,785.00</b>	<b>\$ 250,000.00</b>	<b>\$ 300,000.00</b>
									<i>Estimated</i>		<i>Estimated</i>	<i>Estimated</i>
(-) Personal Services												
(-) Seasonal Salaries	\$ 101,350.75	\$ 102,529.46	\$ 156,579.46	\$ 144,164.24	\$ 115,832.91	\$ 122,785.96	\$ 162,227.78	\$ 148,269.74	\$ 186,003.99	\$ 151,155.42	\$ 185,000.00	\$ 242,000.00
(-) Parking Enforcement	\$ 5,811.75	\$ 2,189.63	\$ 12,526.88	\$ 4,631.77	\$ 11,253.31	\$ 7,694.25	\$ 7,990.11	\$ 10,944.22	\$ 11,297.26	\$ 11,324.19	\$ 11,000.00	\$ 15,000.00
(-) Training		\$ 3,000.00	\$ 3,000.00	\$ 3,150.00	\$ 3,464.00	\$ 3,936.00			\$ 2,600.00	\$ 2,302.00	\$ 3,800.00	\$ 3,800.00
(-) Overtime-Trash Pick-up	\$ 12,832.75	\$ 16,189.69	\$ 15,972.80	\$ 12,108.30	\$ 17,353.50	\$ 16,723.42	\$ 18,684.33	\$ 27,457.68	\$ 22,857.03	\$ 29,693.57	\$ 17,100.00	\$ 20,000.00
(-) Support Services	\$ 7,415.77	\$ 20,513.92	\$ 5,169.73	\$ 1,997.35	\$ 3,952.00			\$ 4,012.50		\$ 2,183.25	\$ 10,525.00	\$ 10,525.00
(-) Technical Services			\$ -	\$ 3,854.75				\$ 350.00	\$ 521.68	\$ 350.00	\$ 350.00	\$ 350.00
(-) Environmental Testing		\$ 805.00	\$ 3,792.85	\$ 2,150.00	\$ 2,630.00	\$ 1,340.00	\$ 3,910.00	\$ 3,420.00	\$ 3,750.00	\$ 3,170.00	\$ 4,000.00	\$ 4,000.00
(-) Portable Sanitation		\$ 6,665.57	\$ 9,127.07	\$ 5,877.00	\$ 9,950.58	\$ 13,509.04	\$ 15,617.56	\$ 10,858.00	\$ 16,422.00	\$ 27,667.67	\$ 15,000.00	\$ 20,000.00
(-) Storage Services		\$ 782.64	\$ 1,871.00	\$ 1,560.00	\$ 2,678.00	\$ 1,175.00	\$ 1,475.00	\$ 1,497.50	\$ 1,483.50	\$ 1,309.50	\$ 1,650.00	\$ 1,650.00
(-) Postage & Printing	\$ 2,010.25	\$ 1,995.59	\$ 2,296.18	\$ 2,841.43	\$ 2,453.21	\$ 720.07	\$ 1,026.58	\$ 854.98	\$ 751.29	\$ 934.31	\$ 3,500.00	\$ 3,500.00
(-) Lifeguard Supplies	\$ (184.20)	\$ 4,387.17	\$ 4,187.22	\$ 2,520.30	\$ 274.95	\$ 4,247.90	\$ 203.53	\$ -	\$ 1,860.50		\$ 4,424.17	\$ 5,500.00
(-) Clothing	\$ 4,085.35	\$ 3,605.48	\$ 1,026.00	\$ 4,100.50	\$ 1,545.45		\$ 3,295.90	\$ -	\$ 2,955.75	\$ 1,401.67	\$ 3,800.00	\$ 4,475.50
(-) Other Charges	\$ 1,950.00	\$ -	\$ 12,355.44	\$ 74.84	\$ 5,180.66	\$ 15,457.76	\$ 8,014.42	\$ 10,993.54	\$ 10,660.04	\$ 4,560.53		
(-) Mileage Reimbursement	\$ 348.00	\$ 787.30	\$ -	\$ -								
(-) Prior Year Encumbrances			\$ -									
(-) Equipment	\$ 288.12	\$ 3,552.63	\$ 1,671.40	\$ 5,769.87	\$ 1,955.00		\$ 2,428.90	\$ -	\$ 365.44	\$ -	\$ 20,000.00	\$ 20,000.00
(-) Parking Lot Improvements	\$ 46,269.50	\$ 102,506.46	\$ 46,727.60	\$ -		\$ -	\$ 269,217.70	\$ -				
<b>Total Expenses (B)</b>	<b>\$ 182,178.04</b>	<b>\$ 269,510.54</b>	<b>\$ 276,303.63</b>	<b>\$ 194,800.35</b>	<b>\$ 178,523.57</b>	<b>\$ 187,589.40</b>	<b>\$ 494,091.81</b>	<b>\$ 218,658.16</b>	<b>\$ 261,528.48</b>	<b>\$ 236,052.11</b>	<b>\$ 280,149.17</b>	<b>\$ 350,800.50</b>
(-) Encumbrances	\$ -											
<b>Closing Fund Balance</b>	<b>\$ 343,746.87</b>	<b>\$ 325,546.33</b>	<b>\$ 332,107.70</b>	<b>\$ 414,870.35</b>	<b>\$ 507,926.78</b>	<b>\$ 593,717.38</b>	<b>\$ 399,391.97</b>	<b>\$ 525,143.81</b>	<b>\$ 590,325.33</b>	<b>\$ 693,058.22</b>	<b>\$ 662,909.05</b>	<b>\$ 612,108.55</b>
Revenue Over Expenses (A - B)	\$ 72,011.96	\$ (18,200.54)	\$ 6,561.37	\$ 82,762.65	\$ 93,056.43	\$ 85,790.60	\$ (194,325.41)	\$ 125,751.84	\$ 65,181.52	\$ 102,732.89		
Cumulative Surplus (Deficit)	\$ 277,781.87	\$ 259,581.33	\$ 266,142.70	\$ 348,905.35	\$ 441,961.78	\$ 527,752.38	\$ 333,426.97	\$ 459,178.81	\$ 524,360.33	\$ 627,093.22		

**NOTE: Minot Beach parking lot rehabilitation was voted by town meeting as \$291,709 at ATM 06/20, Art 3Q; funds have not come out of revolving fund and estimate has risen materially.**

**TOWN OF SCITUATE  
FY 2025 BUDGET DEPARTMENT: BEAUTIFICATION 650**

The Commission has nine (9) members. We thank Heidi Kimball for her past years of service as our secretary. To maintain the railroad islands and crossings the Commission started a new contract with Northern Oaks. We have made extensive changes to three of our islands to comply with state and town regulations. The adopt-a-lot at Branch Street and Country Way was seen as too dangerous to be maintained by a volunteer caretaker and is now part of the Northern Oaks workload.

Thanks to our Adopt-a-Lot caretakers our green spaces continue to look beautiful; they maintain a total of 28 lots. A lily garden was created at the Senior Center and a new garden was created at Widow's Walk featuring a beautiful sculpture: HOLE in ONE. The new picnic tables at Cole Parkway were installed. Last year's new and expanded lots are now maturing. Special care is taken to plant native and non-invasive species.

The Commission's Merchant Program distributed vouchers to the merchants in North Scituate, Humarock, Greenbush and Front Street; 70 were used. Five hundred and seventy-eight (578) volunteers signed up to participate in our annual Ship Shape Day, many of the signups were local teams and associations; road and street sides, beaches, marshes, playing fields, playgrounds and parks were cleaned of litter, trash and debris. Ship Shape Day and Plant Scituate were again publicized through social media, our Beautification website, signage at the town hall, transfer station, banners and the school's Peach Jar.

The Commission's Instagram account has 173 followers and continues to post photographs of adopt-a-lots, our Website posts items related to the Beautification of our Town and warnings about invasive plants as well as information on native plants.

Special Projects included a new garden at Widow's Walk Golf Course, featuring a beautiful sculpture: HOLE in ONE. A lily garden with 60 lilies saved from a garden was created at the Senior Center. The holiday trees and lights at the harbor and on Lawson Common were much appreciated as were the extensive holiday decorations at Town Hall.

The Commission is grateful for the donations from Scituate supporters. We are grateful for all the support from the Department of Public Works. They were instrumental in the creation of the lily garden, installation of new flower boxes in town, stringing holiday lights at the gazebo, and the placement of the sculpture at Widow's Walk.

**MISSION STATEMENT:**

It is the Mission of the Beautification Commission to enhance the beauty of Scituate through planting and maintaining selected public spaces using community resources

## **FY 2025 GOALS AND OBJECTIVES WITH KEY RESULT AREAS:**

In addition to funding Ship Shape Day, and maintaining Scituate's railroad crossing and street islands, the Commissioners have adopted the following goals:

1. Continue to improve appearance and longevity of railroad crossing island plantings:
  - a. Use compost to improve growing conditions in islands for better drought tolerance and more prolific blooms.
  - b. Split or replace poorly performing plants on a rotating basis.
  - c. Increase use of drought resistant plant material
  - d. Increase use of native plants
2. Enhance and extend plant performance in volunteer maintained Adopt-a-Lots.
  - a. Continue to improve growing conditions.
  - b. Continue to plant a 3 season landscape through a late season perennial distribution and planting of bulbs for spring blooms
  - c. Plant native, non-invasive and drought resistant plant material
  - d. Renovate plots when needed
3. Continue SHIP SHAPE DAY & PLANT SCITUATE
4. Develop special projects to enhance Scituate Landscape in key and neglected areas of our Town. Examples of past projects: Lily Garden, North Scituate Train Canopy Project; Widow's Walk Garden and sculpture, Town Hall campus project, Board of Health Building, Holiday lights at the harbor and on the Common; renovation of older gardens
5. Continue to fund Adopt-a-Lot, and Merchants programs.
6. Attract A-a-L caretakers and highlight A-a-L caretakers work on our website
7. Continue to increase Board Membership
8. Continue to develop relationships with Boards and Commissions.
9. Provide consultation and support to Boards and Commissions when needed.
10. Identify Town Owned green spaces and support maintenance efforts, when feasible.
11. Increase Publicity
12. Make better use of the 3000 gallon water tank at the DPW

## **MAJOR BUDGET COMPONENTS**

- 25% - Railroad crossings and Traffic Islands (plantings and labor contract)
- 4% - Ship Shape Day & Plant Scituate supplies
- 12% - Merchant Program
- 24% - Adopt-a-Lot Purchase of 3 season plants, bulbs; gardening supplies and materials
- 35% - Special Projects (includes new gardens at Widow's Walk and Senior Center; renovated town hall and health building campus gardens; Widow's Walk Garden and sculpture; window boxes and holiday trees)



## **FY 2025 RISKS AND CHALLENGES:**

- We have a 140% increase in our labor contract.
  - We continue to need renovations for our older Adopt-a-Lots; traffic islands and railroad crossings
  - It is a constant challenge to attract volunteers.
  - Maintenance of Adopt-a-Lots depends on volunteers.
  - Cost of our Merchant Flowers Program is unpredictable. Every business in the Harbor, North Scituate and Greenbush is offered a \$50 voucher that can be used at a local greenhouse for flowers.
  - Climate change and resulting weather patterns affect our herbaceous material in ways we can't always predict:
    1. It is a continuing challenge to adapt plants, soil and pest management so that we continue to have great looking gardens.
    2. As the sea level rises and storms worsen, flooding will increasingly impact some of our Adopt-a-Lot locations, resulting in replacement costs.
  - Droughts and/or excessive rains will be an ongoing challenge
- Our labor costs can be highly variable. Loss of volunteers or extreme weather conditions can result in higher labor costs.

## **ACCOMPLISHMENTS**

- Maintained 28 Adopt-a-Lots: the lots are in beautiful, colorful condition thanks to the 29 Caretakers of Record. They Created 3 seasons of flowers through planting bulbs and mums this Fall.
- Created a lily garden at the Senior Center
- Created a new garden at Widow's walk
- Placed a sculpture at Widow's Walk
- Handed out Beautification T-shirts to new A-a-L caretakers
- Updated and maintained our Town Website
- Published photographs of A-a-L gardens on our website
- 578 Volunteers and many teams and associations participated In Ship Shape Day Marigolds were handed out during SHIP SHAPE DAY, Nona's ice cream truck was much enjoyed by all.
- Participated in Earth Day and provided materials and facilitated youngsters with planting and growing Marigold seeds
- Successful Merchant Flowers Program in North Scituate, Greenbush, Humarock and the Harbor with 70 merchants participating.
- Worked with professionals under contract to maintain 12 large Railroad Crossing Islands and 8 traffic islands. Branch Street and Country Way is our newest traffic island.
- Received donations from individuals.
- Installed picnic tables in October



Ship Shape Day



Decorated Trees at Harbor and Conservation Park



Widow's Walk Stone Wall and Plantings.



Sculpture at Widow's Walk



Earth Day



Plant Scituate



New Planters in Town



Olympic Park

			
<p>Memorial Tree planted at Conservation Park</p>	<p>Lily Garden at Senior Center</p>	<p>Picnic Tables at Cole Parkway</p>	<p>Railroad and Island Maintenance.</p>
			
<p>Thank you to all members of the Department of Public Works!!!</p>			

**Thank you to all members of the Department of Public Works!!!**

**FY 2025 REQUEST: \$37.500**

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Beautification Commission</b>										
1650540	542000	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1650540	542500	PRINTING & FORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1650540	546200	LANDSCAPING SUPPLIES	\$20,633	\$38,860	\$32,500	\$37,500	\$5,000	\$37,500	\$0	
<b>1650540 Total</b>			<b>\$20,633</b>	<b>\$38,860</b>	<b>\$32,500</b>	<b>\$37,500</b>	<b>\$5,000</b>	<b>\$37,500</b>	<b>\$0</b>	
<b>Beautification Commission Total</b>			<b>\$20,633</b>	<b>\$38,860</b>	<b>\$32,500</b>	<b>\$37,500</b>	<b>\$5,000</b>	<b>\$37,500</b>	<b>\$0</b>	<b>15.4%</b>



**Town of Scituate**

**FY 2025 BUDGET**

**DEPARTMENT: Widow’s Walk Golf Course**

Mission Statement:

Widow’s Walk Golf Course promises to offer the best valued golf experience on the South Shore by providing a well-manicured championship layout with excellent customer service. Scituate residents are granted policies and pricing to encourage a high level of activity from our community members. It is the intent of this Enterprise operation to maximize profits so they can be reinvested back into the property for continued growth.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

1. Continued development of long-range capital projects aimed at improving the golf course facilities such as the tee boxes and irrigation system.
2. Team with membership and new golf course superintendent on improvement recommendations and prioritization of irrigation concerns and course improvements.
3. Meet with the Select Board, Town Administrator, Finance Director, and Facilities Director to clarify scope of recommended projects. (Ongoing)
4. Work with the Golf Course Superintendent to develop a long-term plan to improve the golfers experience by improving the following:
  - a. Conditions
  - b. Playability
  - c. Pace of play
5. Continue to promote the facility on social media (Facebook & Instagram) to attract new golfers to Widow’s Walk which will provide us a larger customer base for the future.
6. Continue to improve the golf merchandise operation by bringing in new vendors that will capture a wider range of customers.
7. Continue to bring golf events as well as attract social events for the Drift In.

**MAJOR BUDGET COMPONENTS**

In order of total cost, expenditures for the golf course come from the following areas:

- Regular Salaries	\$336,000	21.8%
- Seasonal Salaries	\$318,300	20.7%
- Debt for Clubhouse Renovation	\$197,250	12.8%
- Indirect Costs	\$136,000	8.8%
- Turf Supplies	\$130,000	8.4%
- Technical services	\$70,000	4.5%
- Equipment rentals & leases	\$54,000	3.5%
- Repairs & maintenance	\$40,000	2.6%
- Electricity	\$40,000	2.6%
- Equipment	\$32,000	2.1%

- Maintenance Supplies	\$20,000	1.3%
- Fuel	\$20,000	1.3%
- Cart Supplies	\$20,000	1.3%
- Emergency Reserve	\$15,000	1%
- Range Supplies	\$5,000	.3%
- Natural Gas	\$4,000	.25%
- Others	<u>\$12,450</u>	<u>.8%</u>
*Total	\$1,540,000	100%

\*Figures above intentionally exclude “Merchandise Supplies”. This line item is a profit source with associated revenues exceeding expenses by approximately 30%.

### FY 2025 RISKS AND CHALLENGES

Golf is a very weather sensitive business, and as such there is inherent risk involved. This past summer and start to the Fall, rain on weekends was greater than any of the previous 8 years. Opposite of most years, the rainfall is great for keeping the golf course in peak condition but hurts the greens and cart fee revenue.

The driving range portion of our business is still one of the hardest elements to day-to-day operations. Our hand-picking schedule maintained our driving range ball inventory much better this past year but in order to do so, we have to spend more on labor to accommodate the increased range traffic.

FY25 will be the first full year our maintenance staff will be “in-house”, town employees. As exciting of a time this is for Widow’s Walk, we understand the first year or two will have a learning curve for budgeting and operations and could bring in some employment challenges that the golf course staff doesn’t typically have.

### DEPARTMENTAL ACCOMPLISHMENTS

In the beginning of FY24, we had a great start with revenue on the course and driving range. We were flat with FY23 with revenue which is very fortunate considering the amount of weekend rainouts we’ve had compared to years past. Our weekday revenue has made up for this which is a direct result of maximizing Senior, Weekday memberships, and outside events. The restaurant owners Mick & Areline did an amazing job expanding their F&B operation by adding the outdoor patio bar “The Turn”. This opened in mid-August and has been a huge positive to the golfing experience, it allows the restaurant to host an event and still provide a great outdoor space to grab a bite and drink at the turn or after your round. With regards to the golf course, Scott Brindley and his team did a great job in the off-season trimming back trees and brush to help open up the golf course. They took advantage of a mild winter and thinned back a few areas that had been very overgrown the past 4-5 years.

Community Newspapers Reader’s Choice, “Best Golf Course”, Public Golf Course Regional winner over 80% of the years since course inception.

South Shore Living Magazine, “Best of the South Shore”, Public Golf Course winner seven of the past eleven years.

The “Walk the Walk” twilight golf program continues to be a valued offering and drives solid revenue and opportunities for both the golf course and its patrons.

A friendly and supportive host course for the Scituate High School Varsity and Junior Varsity Golf Teams, providing a no-cost venue for all practice rounds and golf matches.

A popular location for many winter activities including dog walking, skating, bird watching, snowshoeing, sledding, and cross country skiing.

Sound environmental practices associated with our status as an “Audubon Certified Cooperative Sanctuary” have helped with the attraction of abundant wildlife that is enjoyed by many residents, both golfers and non-golfers alike.

DESCRIPTION	FY22	FY23	FY24	FY24	
Comments					
OF REVENUE			YTD 10/4	Projected	
<b>Dues – Season/Frequent Player</b>	298,897	327,343.50	19,173	310,000	
<b>Green Fees</b>	838,225.75	908,696.52	384,688.50	875,000	
<b>Rain Checks</b>	-1,127.8	-1,471.22	-1,925	-2,800	
<b>Cart Fees</b>	308,368	311,440.49	145,397.21	300,000	
<b>Club Rentals</b>	0	0	0	0	
<b>Range Fees</b>	103,009	111,793	54,545	110,000	
<b>Handicap Fees</b>	6,070	10,518	1,320	8,000	
<b>Golf Lessons</b>	6,300	6,300	4,000	6,500	
<b>Total Usage Fees</b>	<u>1,559,742</u>	<u>1,674,620</u>	<u>607,198</u>	<u>1,606,700</u>	
<b>Total Merchandise Sales</b>	<u>87,577.46</u>	113,844	58,451	115,000	
<b>Total Rentals</b>	<u>7,000</u>	58,407	<u>18,596</u>	<u>55,000</u>	
<b>Total Earning on Investments</b>	<u>5,891</u>	<u>5,891</u>	<u>215</u>	<u>1,500</u>	
<b>Total Miscellaneous Revenue</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Grand Total</b>	<u>1,660,210</u>	<u>1,852,762</u>	<u>684,460</u>	<u>1,778,200</u>	

**FY 2025 Operational Budget**

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Widows Walk (Golf Enterprise) - Ian Kelley, Golf Course Director</b>										
61661510	510001	NEW PERS-BENEFITS IMPACT	\$0.00	\$0.00	\$37,070.00	\$0.00	(\$37,070.00)	\$0.00	\$0.00	
61661510	511000	REGULAR SALARIES	\$89,021.27	\$92,358.53	\$101,337.00	\$439,104.00	\$337,767.00	\$439,104.00	\$0.00	
61661510	512000	Overtime	\$0.00	\$0.00	\$0.00	\$23,594.00	\$23,594.00	\$23,594.00	\$0.00	
61661510	513000	LONGEVITY	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	\$800.00	\$0.00	
61661510	519000	SEASONAL SALARIES	\$127,332.17	\$139,740.46	\$154,690.00	\$221,281.00	\$66,591.00	\$221,281.00	\$0.00	
<b>61661510 Total</b>			<b>\$216,353.44</b>	<b>\$232,098.99</b>	<b>\$293,097.00</b>	<b>\$684,779.00</b>	<b>\$391,682.00</b>	<b>\$684,779.00</b>	<b>\$0.00</b>	
61661520	521100	ELECTRICITY	\$19,453.61	\$42,705.78	\$21,000.00	\$40,000.00	\$19,000.00	\$40,000.00	\$0.00	
61661520	521300	NATURAL GAS	\$1,061.65	\$3,956.09	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	
61661520	524000	REPAIRS & MAINTENANCE	\$33,646.31	\$45,404.30	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	
61661520	527000	RENTALS & LEASES	\$75,117.09	\$62,710.94	\$53,000.00	\$54,000.00	\$1,000.00	\$54,000.00	\$0.00	
61661520	527300	OUTSIDE CART RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	530100	MANAGEMENT FEE	\$556,983.48	\$568,123.14	\$280,000.00	\$0.00	(\$280,000.00)	\$0.00	\$0.00	
61661520	530200	MARKETING	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	
61661520	530300	HANDICAP SERVICE	\$3,267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	530900	TECHNICAL SERVICES	\$63,551.88	\$66,255.15	\$60,000.00	\$70,000.00	\$10,000.00	\$70,000.00	\$0.00	
61661520	532100	CONFERENCES/MEETINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	534100	TELEPHONE	\$3,877.89	\$2,340.20	\$1,000.00	\$1,500.00	\$500.00	\$1,500.00	\$0.00	
61661520	534300	BINDING & PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	534400	POSTAGE & DELIVERY	\$18.02	\$15.00	\$0.00	\$50.00	\$50.00	\$50.00	\$0.00	
61661520	558000	OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	571100	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661520	573100	PROFESSIONAL DUES & SUBS	\$1,001.00	\$1,002.00	\$1,500.00	\$1,800.00	\$300.00	\$1,800.00	\$0.00	
61661520	596000	INDIRECT COSTS	\$59,263.00	\$65,514.00	\$70,520.00	\$70,521.00	\$1.00	\$70,521.00	\$0.00	
<b>61661520 Total</b>			<b>\$817,240.93</b>	<b>\$858,526.60</b>	<b>\$531,520.00</b>	<b>\$282,371.00</b>	<b>(\$249,149.00)</b>	<b>\$282,371.00</b>	<b>\$0.00</b>	
61661540	542000	OFFICE SUPPLIES	\$860.68	\$782.58	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
61661540	542100	MERCHANDISE SUPPLIES	\$49,362.96	\$73,373.50	\$80,000.00	\$90,000.00	\$10,000.00	\$90,000.00	\$0.00	
61661540	542200	CART SUPPLIES	\$10,859.80	\$17,994.38	\$14,000.00	\$20,000.00	\$6,000.00	\$20,000.00	\$0.00	
61661540	542400	RANGE SUPPLIES	\$3,800.78	\$8,758.03	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	
61661540	542500	PRINTING & FORMS	\$1,453.61	\$1,729.25	\$1,800.00	\$2,000.00	\$200.00	\$2,000.00	\$0.00	
61661540	542700	MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$15,000.00	\$20,000.00	\$5,000.00	\$20,000.00	\$0.00	
61661540	542800	TURF SUPPLIES	\$0.00	\$0.00	\$101,000.00	\$130,000.00	\$29,000.00	\$130,000.00	\$0.00	
61661540	548100	FUELS & LUBRICANTS	\$0.00	\$0.00	\$15,000.00	\$20,000.00	\$5,000.00	\$20,000.00	\$0.00	
61661540	558000	OTHER SUPPLIES	\$1,935.33	\$1,471.22	\$1,700.00	\$1,800.00	\$100.00	\$1,800.00	\$0.00	
61661540	558100	CLOTHING	\$1,142.83	\$1,298.55	\$3,000.00	\$3,800.00	\$800.00	\$3,800.00	\$0.00	
<b>61661540 Total</b>			<b>\$69,415.99</b>	<b>\$105,407.51</b>	<b>\$237,500.00</b>	<b>\$293,600.00</b>	<b>\$56,100.00</b>	<b>\$293,600.00</b>	<b>\$0.00</b>	
61661560	578000	EMERGENCY RESERVE FUND	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	



### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>61661560 Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	
61661580	580000	CAPITAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61661580	585100	EQUIPMENT	\$15,851.79	\$36,810.76	\$15,000.00	\$32,000.00	\$17,000.00	\$32,000.00	\$0.00	
<b>61661580 Total</b>			<b>\$15,851.79</b>	<b>\$36,810.76</b>	<b>\$15,000.00</b>	<b>\$32,000.00</b>	<b>\$17,000.00</b>	<b>\$32,000.00</b>	<b>\$0.00</b>	
61661590	591000	PRINCIPAL ON LONG TERM DEBT	\$152,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$0.00	
61661590	591500	INTEREST ON LONG TERM DEBT	\$100,875.56	\$62,250.00	\$54,750.00	\$47,250.00	(\$7,500.00)	\$47,250.00	\$0.00	
61661590	592500	INTEREST SHORT TERM DEBT	\$0.00	\$29,682.43	\$10,500.00	\$0.00	(\$10,500.00)	\$0.00	\$0.00	
<b>61661590 Total</b>			<b>\$252,875.56</b>	<b>\$241,932.43</b>	<b>\$215,250.00</b>	<b>\$197,250.00</b>	<b>(\$18,000.00)</b>	<b>\$197,250.00</b>	<b>\$0.00</b>	
<b>Widows Walk (Golf Ent) Total</b>			<b>\$1,371,737.71</b>	<b>\$1,474,776.29</b>	<b>\$1,307,367.00</b>	<b>\$1,505,000.00</b>	<b>\$197,633.00</b>	<b>\$1,505,000.00</b>	<b>\$0.00</b>	<b>15.1%</b>

**Widow's Walk Enterprise Fund**

	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Proposed FY25 budget
<b>Revenue:</b>		<b>Rate Inc</b>		<b>COVID/POS</b>		<b>new clubhouse/ restaurant</b>		
Dues	120,185	128,929	144,293	183,100	237,935	264,426	175,000	230,000
Frequent Players	36,524	50,080	117,749	92,462	60,962	62,918	60,000	60,000
Green Fees	588,212	617,360	587,491	889,125	838,226	908,697	745,102	750,000
Cart Fees	198,080	216,812	215,499	346,255	308,784	311,440	290,000	290,000
Club Rentals	1,491	13,431	12,517	-	-	-	-	-
Range Fees	54,998	62,174	50,638	115,325	103,009	111,793	95,000	100,000
Handicap Fees	11,020	11,293	7,170	11,467	6,070	10,518	3,000	5,000
Merchandise Sales	75,427	72,016	45,865	92,462	87,577	113,845	90,000	90,000
Restaurant Lease Income	12,834	29,946	29,946	6,917	7,000	58,408	40,000	40,000
Interest Income	135	2,509	4,571	5,891	3,087	32,418	1,500	6,000
Miscellaneous	58	415	18	10	329	1,325	-	-
Rain checks	(2,445)	(2,790)	(2,218)	(1,879)	(1,128)	(1,430)	(2,000)	(2,000)
<b>Total Revenue</b>	<b>1,096,519</b>	<b>1,202,175</b>	<b>1,213,540</b>	<b>1,741,136</b>	<b>1,651,851</b>	<b>1,874,357</b>	<b>1,497,602</b>	<b>1,569,000</b>
<b>Expenses:</b>								
Personal Services	172,066	184,104	193,897	204,627	216,353	232,099	483,332	684,779
Purchase of Services	640,301	669,611	702,001	764,288	757,978	793,013	461,000	211,850
Materials & Supplies	61,815	50,476	56,758	78,414	69,416	105,408	237,500	293,600
Indirect Costs	66,575	65,211	53,251	57,243	59,263	65,514	70,520	70,521
Capital Outlay	11,618	356	8,533	25,350	15,852	36,811	15,000	32,000
Emergency Reserve	500	-	-	-	-	-	15,000	15,000
Capital Articles	-	70,000	-	-	-	-	-	-
Transfer to W Walk Cap Stab	185,000	-	-	100,000	100,000	-	-	-
<b>Total Operating Expenses</b>	<b>1,137,875</b>	<b>1,039,758</b>	<b>1,014,440</b>	<b>1,229,922</b>	<b>1,218,862</b>	<b>1,232,844</b>	<b>1,282,352</b>	<b>1,307,750</b>
<b>Surplus/(Deficit) before debt</b>	<b>(41,356)</b>	<b>162,417</b>	<b>199,100</b>	<b>511,213</b>	<b>432,989</b>	<b>641,513</b>	<b>215,250</b>	<b>261,250</b>
Transfer from General Fund								
Transfer from SRF - premiums					290			
Transfer from W Walk Cap Stab	170,000							
Debt Service				-	252,876	241,932	215,250	197,250
<b>Total Surplus/(Deficit)</b>	<b>(41,356)</b>	<b>162,417</b>	<b>199,100</b>	<b>511,213</b>	<b>180,113</b>	<b>399,580</b>	<b>-</b>	<b>64,000</b>
Unappropriated Certified Retained Earnings as of July 1, 2023								434,853
Less amount proposed for Fall 2023 STM								(349,225)
Less amt needed to balance FY25 budget								-
Less amt to be used for FY25 Capital								(28,179)
<b>Balance of Retained Earnings after FY24 STM</b>								<b>57,449</b>

10/28/2023; 9:20 AM



TO: Mr. James Boudreau, Town Administrator  
 Ms. Nancy Holt, Town Accountant  
 Scituate Town Hall  
 600 Chief Justice Cushing Highway  
 Scituate, MA 02066

FROM: Scituate Historical Society Board of Trustees

DATE: October 19, 2023

RE: Fiscal Year 2025 Historical Buildings Budget Request

Dear Mr. Boudreau and Ms. Holt,

Our budget request for the administration and maintenance of 7 town-owned historical sites for fiscal year 2025 is \$49,228.00 (Historical Buildings line item #691). Details are below.

The money we have requested should be adequate to cover repairs and maintenance at the sites as long as there are no extraordinary unexpected expenses. Please note that the following items are reflected in our budget request:

- The rising cost of electricity, heat, pest control, cleaning, and security systems for the buildings
- Repairs and painting noted from recent site inspections required at the Bates House, Lawson Tower and Lawson Gates
- The need for grounds and walkway landscape maintenance for public safety and aesthetics, in particular at Lawson Tower.

The amount requested for Oversight Services is being kept level with the prior year. We tracked oversight time year to-date for FY 2024 and believe a similar level of effort will be required in FY 2025 (4.75 hours/week at the rate of \$16.00/hour).

CPC funds, the \$200,000 grant from Mass Cultural Council, and the \$5000 grant from by New England Lighthouse Lovers should cover expenses for the Lighthouse repairs and the Rental Account will cover standard maintenance. The income from the Mann House Rental Account should cover its anticipated maintenance. The Bates House repairs will likely exceed the income from the Rental Account. For sites with no income from Rental Accounts: Cudworth House, Lawson Tower, Lawson Gates, and the Mass Humanity Boathouse, the repairs and maintenance will be funded by the Repair/Maintenance line item.

Electricity	\$2,900.00
Gas	\$2,200.00
Telephone	\$300.00
Monitoring and Repair of Alarm Systems	\$2,200.00
Pest Control	\$1,628.00
Maintenance of Buildings and Sites	\$36,000.00
Oversight Services	\$4,000.00
<b>TOTAL</b>	<b>\$49,228.00</b>

## TOWN OF SCITUATE

### FY 2024 BUDGET

### DEPARTMENT: Historical Buildings

#### MISSION STATEMENT:

A municipality is judged in good part by how well its historical properties are maintained. The Town of Scituate has eight town-owned historical structures: Cudworth House (1797), Scituate Lighthouse (1811), Mann Farmhouse (1825), Massachusetts Humane Boathouse (1896), Lawson Tower (1902), Lawson Gates (1902), the Bates House (c1665) and the Mordecai Lincoln Homestead.

Our mission is to maintain these important structures for future generations and to provide educational opportunities at these properties so the public has a good understanding of the role these buildings played in the development and history of the town.

#### 2024 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

Founded in 1916, the Scituate Historical Society is committed to education and preservation. As a private 501(c)(3) non-profit organization, our mission is clear: to impart knowledge about the rich history of Scituate to all who seek it.

Over the years, we have forged a strong partnership with the town, overseeing vital historical sites (award date in parens), including: the Cudworth House (1917), Scituate Lighthouse (1968), Mann Farmhouse (1974), Massachusetts Humane Boathouse (2015), Lawson Tower (1988), Lawson Gates (1972), and the Bates House (2011). Each historical site bears witness to a century's worth of stories.

Preserving these treasures isn't just a duty; it's our mission. Our volunteer team conducts regular inspections, ensuring these century-old properties remain in impeccable condition. Maintenance and repairs are undertaken promptly, ensuring that these sites can be safely opened to the public, inviting all to immerse themselves in the town's history.

Our commitment extends beyond maintenance. We organize engaging tours and educational programs for local schools, fostering a love for history among the younger generation. Additionally, we curate lectures, publications, and special events, bringing the community closer to our heritage.

At the Scituate Historical Society, we believe in more than just preserving buildings; we are guardians of memories, custodians of stories, and educators of generations.

#### MAJOR BUDGET COMPONENTS

A large part of this budget involves Purchase of Services (POS). POS expenditures are telephone/alarm systems and electricity at Lawson Tower, Cudworth House, and Mann House; and natural gas at the Cudworth House and the Mann House.

For FY 2025 we are requesting \$36,000 for Maintenance of Buildings and Sites, the largest component of the budget, an increase of \$9,000 over last year. For many years Scituate Historical Society members, all volunteers, have provided oversight for town-owned historical buildings. Each year the time commitment has increased. Volunteers respond to alarm activation, oversee repair projects, write bid requests, track expenditures, coordinate inspections, clean, garden and landscape, and arrange and supervise field trips to the historical sites. Increasingly, these volunteer efforts need to be supplemented with professional tradespeople to maintain the standards for caring for these sites.

## **FY 2024 RISKS AND CHALLENGES**

We attempt to anticipate one to five years in advance what repairs will be required at all sites, but invariably unexpected repairs occur. If there is not adequate funding to maintain the town's historic properties on a timely basis, small problems may escalate to major problems and repair costs quickly escalate.

Lawson Tower: Regular maintenance required on the Tower includes having the bells inspected bi-annually due to the salt air environment and having the clock serviced. Painting is now required and it will require the use of a crane or a man-lift. Landscaping structures and gardens are in need of significant refurbishment, both for safety and aesthetic reasons.

Scituate Lighthouse: The Lighthouse Rental Account should be able to fund ordinary repairs required there. The Mass Cultural Council grant of \$200,000, the \$5,000 grant awarded by New England Lighthouse Lovers and the CPC funds should cover our expenses for rebuilding the lantern room and repairing the tower.

Mann House: There are adequate funds in the Mann House Rental account to fund common repairs there.

Cudworth House: The site has been landscaped with walkways and benches that Trees are overhanging the roof and need to be removed to prevent roof damage. We need to relocate the alarms and finish with the work we started on the interior.

Lawson Gates: Significant portions of the trim has started to rot and will need to be replaced. The gates will also have to be repainted. We are waiting for a bid to repair and paint them.

Bates House: Income from the Rental Account will provide for routine repairs and maintenance, however a recent inspection indicates that more significant repairs will be required to the structure and roof.

Massachusetts Humane Society Boathouse: We need to have a new sign made. This building sees a lot of use with the sailing program and although it is in good shape there may be minor repairs needed. We expect that the Town will provide funds from the Recreation Department budget to support maintenance for the Boathouse.

## **DEPARTMENTAL ACCOMPLISHMENTS**

The following accomplishments represent a snapshot of our work and activities during the past year at town owned sites. The Public Programs overview includes activities held at some of Society owned sites.

Visitors - We welcomed thousands of visitors, not only Scituate residents but visitors from the South Shore, New England and across the country, to our sites including:

- Third grade students and teachers from all Scituate elementary schools. This is an annual event.
- Girl Scouts, Boy Scouts visit our sites regularly
- Opening our sites on five dates during the spring and summer
- Welcomed over fifty private tour groups

- Hosted guests including the British Consul General and his team, several delegations of dignitaries from Scituate’ sister cities including Cape Verde, County Cork and Sucy-en-Brie
- Lawson Tower was open for ten Full Moon Tours
- Lawson Tower chimes concerts drew families to the tower grounds
- Welcomed WCVB’s Chronicle as they filmed a segment on Scituate
- HGTV’s Houses with History (our archivist and volunteers provided several days of research assistance to show staff)
- Hosted a special tour of the Maritime and Irish Mossing Museum to Trustee of the Humane Society of the Commonwealth of Massachusetts

Public Programs

GAR Hall Programs and Events- We invite the public to monthly programs coordinated by our Events Manager, Jean Di Giacomandrea.

- We average between 50 to 125 attendees at each event.
- Recent programs include The Blizzard of ’78, Cape Verdean Experiences, “Irish in Scituate,” Harbor Haunts, Earth Day Celebration, and presentations by several notable historians and authors.
- Hosted a July performance by the Rusty Skippers on the Mann House lawn
- The Maritime and Irish Mossing Museum held two Sunday Special Features, “Living in the Lighthouse and Bates House” and the “Story of the Etrusco.”
- In February we held our Annual Dinner with special guest speaker, Scituate resident and author, Robin Andrau. Over 100 guests attended.

Special Projects –

Lighthouse Restoration Project – The Society was honored to partner with the Town to undertake this important restoration project. In the near future we look forward, along with Scituate residents, to celebrating the beautifully restored Lighthouse.

Cudworth House Restoration – Supported in part by CPC funding this project is a full restoration of the interior and a re-interpretation of the homestead with the goal of developing a decorative arts museum exhibiting many historical pieces from the house and from our collections. Structural and foundation repairs were made by an historical preservationist with expertise in colonial framed houses. The Cudworth House 300 year old loom was restored and installed in the second floor. New benches and granite steps were installed along added stone dust walkways connecting the house, barn, and the parking lot.

<b>DESCRIPTION OF REVENUE</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
-----------------------------------	----------------	----------------	----------------	----------------

This department does not generate revenue.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Historical Buildings - Scituate Historical Society</b>										
1691520	521100	ELECTRICITY	\$517	\$2,655	\$2,700	\$2,900	\$200	\$2,900	\$0	
1691520	521200	HEATING OIL	\$0	\$0	\$0	\$4,000	\$4,000	\$4,000	\$0	
1691520	521300	NATURAL GAS	\$1,063	\$1,369	\$2,000	\$2,200	\$200	\$2,200	\$0	
1691520	524200	REPAIR/MAINT PROP/EQ	\$21,241	\$52,156	\$34,680	\$39,828	\$5,148	\$39,828	\$0	
1691520	534100	TELEPHONE	\$261	\$243	\$300	\$300	\$0	\$300	\$0	
<b>1691520 Total</b>			<b>\$23,083</b>	<b>\$56,424</b>	<b>\$39,680</b>	<b>\$49,228</b>	<b>\$9,548</b>	<b>\$49,228</b>	<b>\$0</b>	
<b>Historical Buildings Total</b>			<b>\$23,083</b>	<b>\$56,424</b>	<b>\$39,680</b>	<b>\$49,228</b>	<b>\$9,548</b>	<b>\$49,228</b>	<b>\$0</b>	<b>24.1%</b>



**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: #720 Debt**

**MISSION STATEMENT:**

The Treasurer/Collector is responsible for coordinating all Town borrowing for both the tax supported and five self-supporting Enterprise Funds (golf, sewer, transfer station, water, and waterways). This includes the various short-term and long-term debt plan options for existing, and proposed borrowings, (e.g. bond anticipated notes (BANS); general obligation bonds; Massachusetts Clean Water Trust (formerly MWPAT) interim short-term, and long-term bonds; and interfund advance borrowings). The Treasurer/Collector works closely with the Town’s financial advisor, and bond counsel on implement borrowing for departments in compliance with Massachusetts General Law with the assistance of the Town Clerk, Board of Selectmen, Town Administrator, and the Finance Director/Town Accountant to fulfill requirements of that role properly.

**FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS**

**Goal 1:**

Continue to collaborate with the Town’s financial advisor to obtain best borrowing rates for the Town.

**Goal 2:**

Provide timely funding needed by town departments for debt projects and maintain sufficient cash flow.

**Goal 3:**

Maintain the Town’s positive bond rating and outlook.

**MAJOR BUDGET COMPONENTS**

For FY25, the total existing debt-excluded and tax-supported debt is \$7,944,141 while the total revenue supported Enterprise Fund & Community Preservation debt is \$6,470,782 and are reflected in their respective budgets.

**General Fund Debt Includes:**

- Tax-Supported Non-Exempt Debt of \$1,720,930. (principal and interest)
- Tax-Supported Exempt Debt of \$5,686,322. (principal, interest, and fees)
- Projected Tax-Supported Exempt Debt of \$130,436. (principal and interest)
- Projected Non-Exempt Debt of \$249,273. (principal and interest)
- Post Compliance Arbitrage Analysis and Admin Fees \$10,275.
- Septic Loan of \$12,348 (principal and interest)
- Short Term Interest of \$180,000

**Five Enterprise Fund and Community Preservation Debt Budgets: (found within department budget submitted as follows)**

- Sewer \$1,997,038.
- Water \$3,757,134.
- Transfer Station \$38,900.
- Waterways \$218,660
- Widows Walk \$197,250.
- Community Preservation \$261,800.

#### FY 2025 RISKS AND CHALLENGES

The debt plan is a comprehensive summary of existing debt service as well as debt service projections for future borrowing. When reviewing the future borrowing needs, the Town plans to take advantage of the decline in debt service costs over the next several years before issuing additional long term debt. Increases in this line item will continue and the financial policies direct that the amount rolling off for debt stay within the debt service line item to fund other much needed capital. It is a challenging task to foresee the proper timing of borrowing throughout the fiscal years based on multiple conversations with relevant department heads, construction cash flows, project permitting approvals, proper weather conditions, additional grant sources, IRS arbitrage spending benchmarks and the costs of issuing such debt. The town will continue to strive to consolidate future capital projects into larger, less frequent bond issues in order to save on issuance costs. The amortization schedule for each project is constrained by Massachusetts General Laws as the borrowing cannot exceed the useful life of each capital project. It is the Town's intention to issue BANs (short term financing) for new projects until the existing debt service Payments have declined so that the overall debt service impact on taxpayers remains constant or level.

#### DEPARTMENTAL ACCOMPLISHMENTS

The Town continues to be able to borrow at low interest rates and maintain a strong financial performance. Despite difficult economic times, the Town has continued to have a bond rating of AA+ with Standard and Poor's.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Debt Service - Pamela Avitabile, Treasurer Collector</b>										
1720590	591000	PRINCIPAL ON LONG-TERM DEBT	\$5,143,452	\$5,144,925	\$5,164,275	\$5,371,174	\$206,899	\$5,371,174	\$0	
1720590	591500	INTEREST ON LONG-TERM DEBT	\$3,227,025	\$2,865,299	\$2,668,018	\$2,427,872	(\$240,146)	\$2,427,872	\$0	
1720590	592000	OTHER DEBT SERVICES	\$10,726	\$8,487	\$10,275	\$10,537	\$262	\$10,537	\$0	
1720590	592500	INTEREST ON SHORT-TERM NOTES	\$33,000	\$49,035	\$136,741	\$180,000	\$43,259	\$180,000	\$0	
1720590	593000	CERTIFICATION OF NOTES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>1720590 Total</b>			<b>\$8,414,203</b>	<b>\$8,067,746</b>	<b>\$7,979,309</b>	<b>\$7,989,583</b>	<b>\$10,274</b>	<b>\$7,989,583</b>	<b>\$0</b>	
<b>Debt Service (Shared) Total</b>			<b>\$8,414,203</b>	<b>\$8,067,746</b>	<b>\$7,979,309</b>	<b>\$7,989,583</b>	<b>\$10,274</b>	<b>\$7,989,583</b>	<b>\$0</b>	<b>0.1%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: #911 Plymouth County Retirement

#### MISSION STATEMENT:

This fund pays for the retirement benefits of current Town and School retirees, and contributes to the unfunded liability of the Retirement System. The fund does not fully pay for the retirement benefits for employees. It is a defined plan. The employee also is required to mandatorily contribute toward their pension by statute based on their date of hire.

#### MAJOR BUDGET COMPONENTS

Plymouth County Retirement (PCR) bills the Town annually for its share of its fiscal year appropriation. Employees of all member units of the Plymouth County Retirement Association who are employed for a minimum of 20 hours per week and earn a minimum of \$5,000 per year must become members of the retirement association. The FY25 assessment is \$7,725,570 which reflects a 12.9% increase over FY24 which is partially caused by the one-time 5% COLA granted to retirees in FY23 to mitigate the impact of high inflation on that population. FY15 marked the first year the revised mortality tables were reflected in each community's rate. The Town takes advantage of the savings benefit by paying an annual July assessment rather than the higher cost of the semi-annual payment that includes interest. **For FY25, the savings to the Town is estimated to be \$154,511.**

There is a Plymouth County Retirement Advisory Board meeting scheduled for December 15, 2023.

#### FY 2025 RISKS AND CHALLENGES

The unfunded liability needs to be managed. The challenge will be to balance addressing the liability with other budgetary needs. Market conditions play a major role in recovering and maintaining the fund balance. FY22-23 Estimated Contributions show increases of close to 8% as previously advised by the Plymouth County Retirement System; smoothing is hiding \$7.7M of additional gains as of 2015. Units expanding their payroll at a greater rate than the group, hiring older workers or hiring more Public Safety will see the largest increases in appropriation. Scituate's unfunded actuarial accrued liability as of January 1, 2022 is \$38,851,389 and the overall Plymouth County Retirement System is \$594,407,012. The funding schedule currently calls for 93.8% completion by 2029 (decreased from 2031 and 2034). There are 52 units in the retirement system.

The OPEB fund was created at the April 2011 Annual Town Meeting. This fund is a reserve to cover the unfunded liability of the Town's future health care costs for employees and retirees. Per the Town's Financial Policy, 2% of the amount paid to Plymouth County Retirement is applied toward OPEB. As of September 29, 2023, the Town had \$2,270,358 in the OPEB account. The October 16, 2023 special town meeting warrant includes proposed allocations of \$837,774 to the fund.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Plymouth County Pension Assessment &amp; OPEB - Pamela Avitabile, Treasurer Collector</b>										
1911512	519900	PLYMOUTH COUNTY RETIREMENT	\$5,759,996	\$6,213,897	\$6,841,463	\$7,571,059	\$729,596	\$7,571,059	\$0	
<b>1911512 Total</b>			<b>\$5,759,996</b>	<b>\$6,213,897</b>	<b>\$6,841,463</b>	<b>\$7,571,059</b>	<b>\$729,596</b>	<b>\$7,571,059</b>	<b>\$0</b>	
<b>Plymouth County Pension Asst (Shared) Total</b>			<b>\$5,759,996</b>	<b>\$6,213,897</b>	<b>\$6,841,463</b>	<b>\$7,571,059</b>	<b>\$729,596</b>	<b>\$7,571,059</b>	<b>\$0</b>	<b>10.7%</b>
1911512	596600	TRANSFER TO OPEB LIABILITY FUN	\$115,200	\$124,278	\$136,829	\$151,421	\$14,592	\$151,421	\$0	
<b>1911512 Total</b>			<b>\$115,200</b>	<b>\$124,278</b>	<b>\$136,829</b>	<b>\$151,421</b>	<b>\$14,592</b>	<b>\$151,421</b>	<b>\$0</b>	
<b>OPEB Liability (Shared) Total</b>			<b>\$115,200</b>	<b>\$124,278</b>	<b>\$136,829</b>	<b>\$151,421</b>	<b>\$14,592</b>	<b>\$151,421</b>	<b>\$0</b>	<b>10.7%</b>

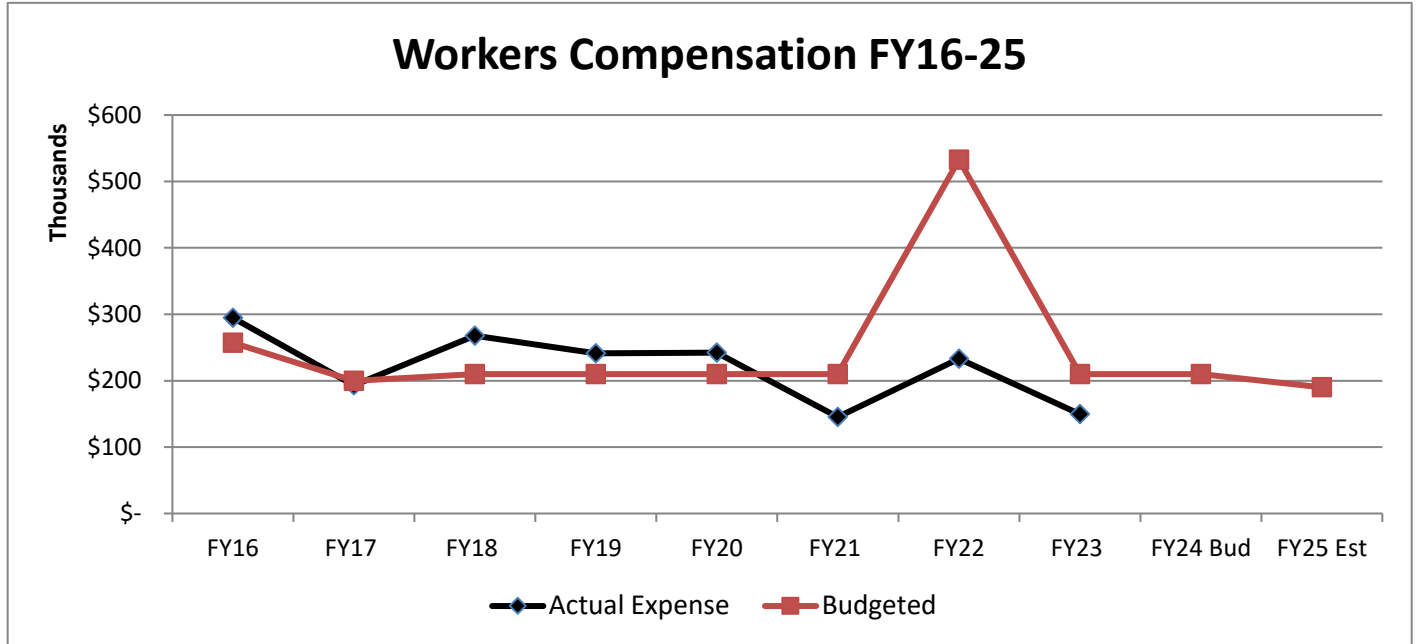
**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: WORKERS' COMPENSATION 912**

MISSION STATEMENT: N/A

Town of Scituate  
Analysis of Workers' Compensation Trust Fund



**MAJOR BUDGET COMPONENTS**

This is a Trust Fund for self-insurance of the Town’s workers’ compensation costs of injuries incurred by employees at the workplace. It excludes public safety personnel. The budget line item consists of all medical and hospitalization costs, third party administration (TPA), stop/loss and any necessitated legal representation. While this line item was reduced in FY17 by \$57,000 for the first time since 2010, utilization in the foregoing years has required that the budget allocation remain at \$210,000. Due to multiple consecutive years of higher than normal claims, an additional \$322,875 was added to the fund in FY22. The Financial Forecast Committee reviews the balance in the trust fund annually and makes a recommendation for funding for the coming fiscal year.

**FY 25 RISKS AND CHALLENGES**

Workers compensation claims are not able to be forecasted but they can be managed in addition to safety training to minimize risk. The Workers Compensation Trust Fund goal is \$750,000 and was achieved as of June 30, 2022 and maintained by annually appropriating sufficient funds for ongoing expenses.

Prior to 2010, underfunding resulted in expenses exceeding annual appropriation thus negating the intent of self-funding which is to build a substantive reserve to guard against catastrophic loss. The optimum goal long term is that the interest generated annually from the fund pay its ongoing administrative expenses such as the cost of the third party administrator and stop/loss premium cost.

This Fund is liquid and as a result, is viewed as an additional reserve asset by bond rating agencies.

Our insurance carrier, MIAA, provides a variety of training programs and staff takes advantage of several offerings. The Town has a Safety Committee composed of employees and management that reviews claims and injuries. Our continuing goal is to minimize risk and injury through training. These training sessions also reduce our annual insurance premiums.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Workers Compensation - James Boudreau, Town Administrator</b>										
1912515	519900	WORKERS COMPENSATION	\$523,715	\$210,000	\$210,000	\$190,000	(\$20,000)	\$190,000	\$0	
<b>1912515 Total</b>			<b>\$523,715</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$190,000</b>	<b>(\$20,000)</b>	<b>\$190,000</b>	<b>\$0</b>	
<b>Workers Compensation (Shared) Total</b>			<b>\$523,715</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$190,000</b>	<b>(\$20,000)</b>	<b>\$190,000</b>	<b>\$0</b>	<b>-9.5%</b>



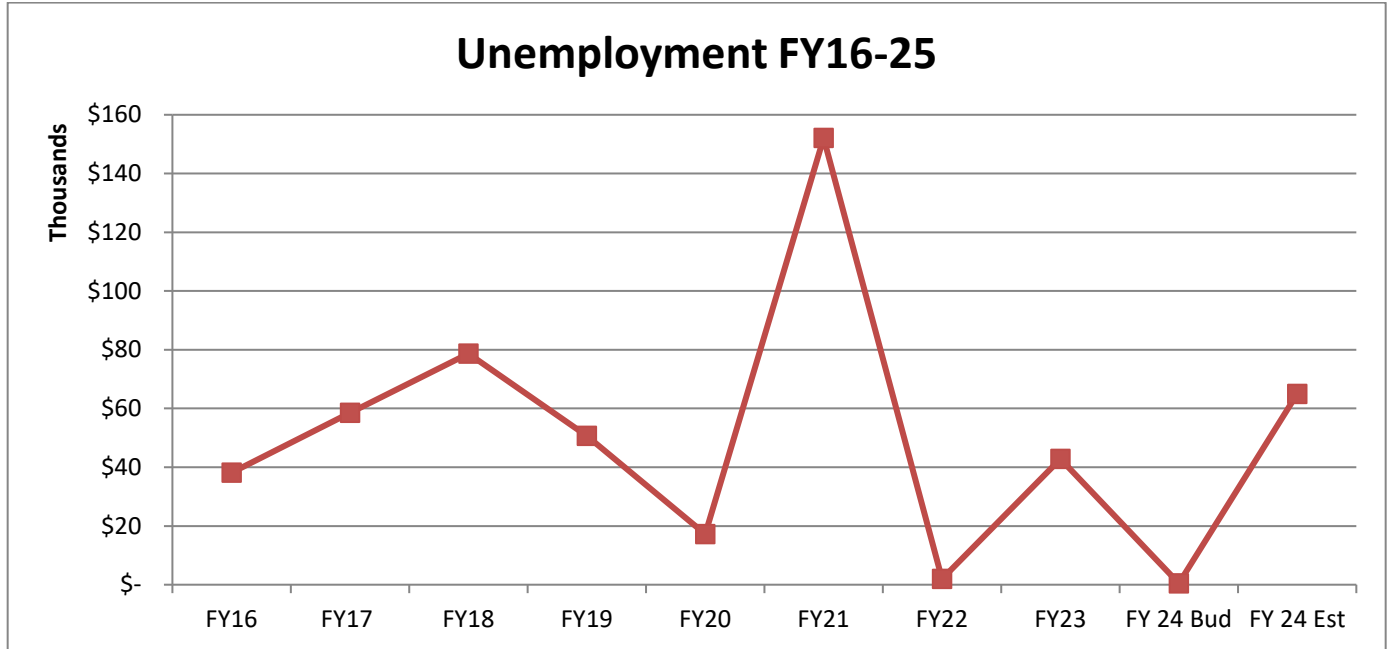
**TOWN OF SCITUATE**

**FY 2025 BUDGET**

**DEPARTMENT: UNEMPLOYMENT 913**

MISSION STATEMENT:

N/A



**MAJOR BUDGET COMPONENTS**

This account funds unemployment costs for eligible town and school employees no longer working for the Town. Typically, most costs are incurred during June, July and August. The Town engages an unemployment consultant to monitor and verify actual claims which help insure costs are warranted. The line item was significantly increased in FY 2021 to reflect the economic impact of the Coronavirus pandemic but reduced back to pre-pandemic levels for FY 2023. For FY 2025, the proposed budget remains at the pre-COVID level of \$65,000.

**FY 25 RISKS AND CHALLENGES**

This line item fluctuates with the economy and personnel matters. It can vary widely in any given year so we typically take an average of expenditures over several years. Due to the Coronavirus pandemic, unemployment costs increased as did the instances of fraudulent claims. A resurgence of fraudulent claims occurred again in late FY23. The Human Resources Department aggressively investigated all claims with employees and was able to report multiple fraudulent claims.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Unemployment - James Boudreau, Town Administrator</b>										
1913515	519900	UNEMPLOYMENT INSURANCE	\$1,920	\$42,843	\$65,000	\$65,000	\$0	\$65,000	\$0	
<b>1913515 Total</b>			<b>\$1,920</b>	<b>\$42,843</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	
<b>Unemployment (Shared) Total</b>			<b>\$1,920</b>	<b>\$42,843</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>0.0%</b>

## TOWN OF SCITUATE

### FY 2025 BUDGET

### DEPARTMENT: #914 Contributory Group Insurance

#### MISSION STATEMENT:

This appropriation funds the Town's share of health and life insurance premiums for all eligible Town employees and retirees. Pursuant to MA General Law Chapter 32B, any active permanent Town employee working a minimum of twenty hours per week is eligible for group insurance as a benefit of employment.

#### FY 2025 DEPARTMENTAL GOALS AND OBJECTIVES WITH KEY RESULT AREAS

The department goal is to provide quality health insurance plan options to all school and town employees, and retirees, as well as timely information regarding insurance benefits and regulations. Contributions from all participants are managed through the Treasurer/Collector's office, a time-consuming and labor-intensive process. Referrals to appropriate parties are given as necessary. Essential monitoring of state and federal laws is required to ensure compliance.

Our health insurance contribution rates are:

Family = 53% town and 47% employee

Individual = 73% town and 27% employee

Retirees & PPO plans = 50% town and 50% employee

#### MAJOR BUDGET COMPONENTS

Health Insurance rates are set by Massachusetts Interlocal Insurance Association (MIIA) in late January to early February each year. Increase based on quoted rates from MIIA and current enrollment with a 10% (estimated increase). In the first three months of FY24, the Town has 8 new enrollments. The active plan increase was 7.44% for FY24 which reflects the impact of high claims experience and the health care marketplace cost increases. The Medicare supplemental plan, which account for 52% of the Town's health insurance subscribers, now renews as of January 1<sup>st</sup> and therefore only 6 months of a potential increase needs to be calculated for that population. The Medex rates decreased for calendar year 2023 (6 months in FY24) For FY25 and 6 months in FY24 the Medex rate will increase by 5.57%. Medex rates are based on calendar year. The increase will take place January 1, 2024.

#### FY 2025 RISKS AND CHALLENGES

The major challenge is budgeting sufficient funding to provide coverage for new hires and those employees formerly covered elsewhere (e.g. spouse's plan). Spousal job losses can contribute to increased participation in the Town's plan. In FY23 the yearly average cost to the Town for an individual plan is \$9,042 and for a family plan the average is \$17,501. Recent law changes (e.g. Affordable Health Care) continue to increase the office workload by requiring careful monitoring of employees' eligibility, as well as those declining coverage. Currently there are 27 retirees that pay the Town directly each month. Requiring the creation of payment coupons and payment tracking.

#### DEPARTMENTAL ACCOMPLISHMENTS

The Town has a Wellness Committee made up of employees from the town and school through the direction of MIAA. By offering a variety of wellness programs for all town employees the goal is to keep health costs down. All programs were being offered online due to the pandemic but in-person programs have just been reinstated. All programs are publicized via employee email. The Town continues to work with MIAA to promote their "Smart Shopper", "Good Health Gateway", and "Learn to Live" programs. Smart Shopper is an opportunity for Blue Cross Blue Shield subscribers to have medical procedures completed at a reward –eligible

location of their choice. Members can earn money on qualifying routine services and common procedures, while saving on the cost of claims. Good Health Gateway is a diabetes management program and Learn 2 Live offers online coaching tools for stress, anxiety, and other symptoms.

Post 65 Migration was put in place to transfer Medicare ineligible retirees from “active” plans to the Medicare Supplemental plan. There were 16 individuals who we worked to migrate. The process began in December 2021 and was mostly completed in time for July 1, 2022 coverage. The Assistant Treasurer/Collector along with some MIIA staff held Tele-Town Hall meetings, offered in person meetings along with multiple individual phone calls and emails. The Town still has a couple of retirees with incomplete enrollments.

The T/C staff continues to work towards improving and increasing communication with employees, retirees, insurance providers and School Department Human Resource staff in order to insure compliance with new laws and eligibility criteria which are in a constant state of change.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Contributory Group Insurance - Pamela Avitabile, Treasurer Collector</b>										
1914515	519900	CONTRIBUTORY GROUP INSURANCE	\$6,080,017	\$6,679,379	\$7,279,855	\$7,662,346	\$382,491	\$7,662,346	\$0	
<b>1914515 Total</b>			<b>\$6,080,017</b>	<b>\$6,679,379</b>	<b>\$7,279,855</b>	<b>\$7,662,346</b>	<b>\$382,491</b>	<b>\$7,662,346</b>	<b>\$0</b>	
<b>Contributory Group Insurance (Shared) Total</b>			<b>\$6,080,017</b>	<b>\$6,679,379</b>	<b>\$7,279,855</b>	<b>\$7,662,346</b>	<b>\$382,491</b>	<b>\$7,662,346</b>	<b>\$0</b>	<b>5.3%</b>

## **TOWN OF SCITUATE**

### **FY 2025 BUDGET**

### **DEPARTMENT: #916 Federal Taxes**

#### **MISSION STATEMENT:**

This appropriation funds the Town's federal contribution that matches the employees' 1.45% Medicare contribution.

#### **FY 2025 RISKS AND CHALLENGES**

The annual challenge is to sufficiently fund the FICA costs to cover fluctuations in employment and changes in wages. This line item will continue to increase as the exempt employee population decreases to zero and wage scales increase.

FY25 reflects a 4% annual increase over FY24 budget to account for cost of living and step increases.

### FY 2025 Operational Budget

Organization	Object	Account Description	FY22 Actuals	FY23 Actuals	FY24 ATM Budget	2025 Dept Req	Change PY	2025 Town Adm Recommend	Town Admin Adjs	% Change
<b>Federal Taxes - Pamela Avitabile, Treasurer Collector</b>										
1916515	519900	FEDERAL TAXES	\$758,366	\$792,074	\$882,332	\$917,625	\$35,293	\$917,625	\$0	
<b>1916515 Total</b>			<b>\$758,366</b>	<b>\$792,074</b>	<b>\$882,332</b>	<b>\$917,625</b>	<b>\$35,293</b>	<b>\$917,625</b>	<b>\$0</b>	
<b>Federal Taxes/Medicare (Shared) Total</b>			<b>\$758,366</b>	<b>\$792,074</b>	<b>\$882,332</b>	<b>\$917,625</b>	<b>\$35,293</b>	<b>\$917,625</b>	<b>\$0</b>	<b>4.0%</b>